

University of Science and Technology of Southern Philippines
Cagayan de Oro Campus
(Formerly Mindanao University of Science and Technology)

Description of Criteria and Process
Used in Rating the Performance and Ranking of the Bureaus/Offices/Delivery Units

1. **The Strategic Performance Management Framework.** The process that the university undertook in working out its eligibility to the performance based bonus (PBB) for FY 2016 will adopt the Strategic Performance Management System (SPMS) that the Civil Service Commission had earlier oriented the university.
2. **The Performance Management Team.** The university formed the Performance Management Team (PMT), by virtue of S.O. #093 s.2016, especially mandated to facilitate the performance evaluation and ranking of all offices, delivery units and employees, in order to determine their eligibility to the performance based bonus (PBB) for FY 2016.
3. **Cascading Guidelines.** The first major task of the PMT is to conduct a series of meetings to formulate the guidelines for cascading the PBB. The team will then present these for validation to the General Assembly; it will also present a simulation of how the offices/delivery units will be rated and forced-ranked. Below are the cascading guidelines:
 - a. **Office Clustering.** Per MC No. 2012-03, Nov. 12, 2012, Sec. 5.3., all delivery units are clustered according to the similarities of their tasks and responsibilities. For the university, the two clusters are the teaching and non-teaching as shown below:

Cluster 1: Teaching	Cluster 2: Non-Teaching
1. College of Arts and Sciences (CAS)	1. Administration
2. College of Engineering and Architecture (CEA)	2. General Services
3. College of Industrial and Information Technology (CIIT)	3. Student Affairs
4. College of Policy Studies, Education and Management (CPSEM)	4. Student Welfare Services
5. PANAON Campus	5. Research, Extension Development and Educational Advancement Services (REDEAS)
6. OROQUIETA Campus	6. Financial Management
7. JASAAN Campus	7. Cashiering and Assessment
	8. Academic Support Staff
	9. Office of the President

- a. **Office Performance Commitment Review.** Each delivery unit per cluster will come up with its Office Performance Commitment Review (OPCR), based on the performance indicators and targets of the major final outputs (MFOs) submitted to the Inter-Agency Task Force for PBB and the Annual Work Plan for 2016. The OPCR includes a listing of all programs, activities and projects (PAPs) undertaken by the office by functions. These functions are categorized into three: strategic priorities (those considered to directly contribute to the achievement of the university's strategic goals as identified in its Strategic Plan 2014-2017), core functions (those that are inherent to the office's mandate) and support functions (those that provide necessary resources to enable the offices to effectively perform their mandate and any other activities which are administrative in nature). Per function, the success indicators, allotted budget, accountable individuals and actual accomplishments are specified. Each target will be rated based on three criteria: quality, efficiency and timeliness, with the following scale: 5 – outstanding, 4 – very satisfactory, 3 – satisfactory, 2 – unsatisfactory, and 1 – poor. (Targets categorized under strategic priorities compose 45% of the over-all rating; those under core function, another 45% and those of support function compose the last 10%)
- b. **Flow of the OPCR Evaluation.** All Vice Presidents and Directors concerned will initially evaluate the OPCR of their respective delivery units. They will then submit the initial rating of the OPCR to the PMT. The PMT will validate, confirm and finalize all the ratings of the OPCR.
- c. **Forced-ranking of delivery units.** Based on the ratings of all OPCR, the PMT will force rank all of the delivery units under the two categories – teaching and non-teaching. The table below shows the distribution of delivery units ranks across the clusters:

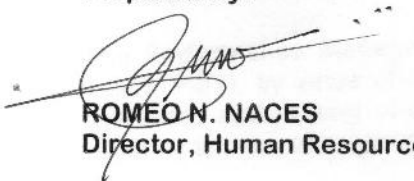
Ranking	Number of Delivery Units (Cluster 1)	Number of Delivery Units (Cluster 2)	Total
Top 10% (Best)	1	1	2
Next 25% (Better)	2	3	5
Next 65% (Good)	4	5	9
Total	7	9	16

4. **Establishing the University's Eligibility to the PBB.** With the guidelines settled, the PMT will then proceed with its evaluation task. To establish the university's eligibility to the PBB, the Planning, Monitoring and Communication Unit (PMCU) will gather all necessary inputs from concerned delivery units and complete the accomplishment report using Form 1.0.
5. **OPCR Evaluation.** After establishing the university's eligibility, the PMT will continue with the evaluation process using the above guidelines. All delivery units will submit their respective OPCR to their respective Vice Presidents.

The Vice Presidents will then evaluate and rate all the OPCR of delivery units under his/her supervision using the criteria above (3.b). The Vice President for Academic Affairs will take charge of all Colleges: CAS, CEA, CPSEM and CIIT and Academic Support Staff, the Executive Dean for the three satellite campuses: Jasaan Campus, Oroquieta Campus & Panaon Campus. The Vice President for REDEAS will take care of the REDEAS delivery unit. The Vice President for Student Affairs: Student Affairs and Student Welfare Services. The Director for Administration will take care of the Administration Services delivery unit while the Director for General Services will take care of the General Services delivery unit. The Vice President for Finance and Resource Generation will take care of: Financial Management; and Cashiering and Assessment. The Board Secretary will take care of: Office of the President. After all the ratings are finalized using the OPCR, these will then be submitted to the PMT for validation, confirmation and final ranking.

6. **Forced-Ranking of all delivery units.** After all the OPCR evaluation have been conducted at the level of the Directors and the Vice Presidents, the PMT will convene in a series of meetings to validate and confirm the initial OPCR ratings, after which, the PMT will finalize the ranking of delivery units and identify which of the delivery units got the respective ranks of best, better and good. The PMT will endorse the final ratings and rankings of delivery units to the University President. After thorough deliberation and final approval of the University President, the PMT will finalize all documents for submission to the AO25 Secretariat.

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