

Guidelines and Mechanics in Ranking Offices/Delivery Units for the Grant of FY 2018 Performance-Based Bonus

1. **The Strategic Performance Management System.** The University adopts the Strategic Performance Management System (SPMS) in evaluating employee performance and ranking of delivery units.

The SPMS is a mechanism that links employee performance with organizational performance to enhance the performance orientation of the compensation system. It ensures that the employee achieves the objectives set by the organization.

The SPMS objectives are: (a) to concretize the linkage of organizational performance with the Philippine Development Plan, USTP Strategic Plan and Organizational Performance Indicator Framework; (b) to ensure organizational and individual effectiveness by cascading institutional accountabilities to the various levels of the organization; and (c) link performance management with other HR systems. (www.csc.gov.ph)

2. **The Performance Management Teams.** There are two (2) Performance Management Teams (PMTs): one PMT for the University System Operations, Cagayan de Oro (CDO) campus and clustered campuses in Jasaan, Misamis Oriental, in Oroquieta City and Panaon, both in Misamis Occidental and another PMT for the Claveria campus.

The Performance Management Team has the following responsibilities:

- sets consultation meetings with all Heads of Office to discuss the office performance commitment and rating system and tools
- ensures that office performance management targets, measures and budgets are aligned with those of the goals of the University
- recommends approval of the office performance and rating system and tools
- identifies top performers for awards

3. **Cascading Guidelines.** The first major task of the PMTs is to conduct series of meetings to formulate the guidelines for cascading the delivery of targets. The result will be presented to the employees for their information and validation.

Office Performance Commitment and Review (OPCR). In accordance with the SPMS, each delivery unit will fill out its Office Performance Commitment and Review (OPCR) form, based on Organizational outcomes/ performance indicators as provided in the FY 2018 GAA and in approved FY 2018 Work and Financial Plans. The success measures are categorized into Strategic Priorities (45%); Core Functions (45%) and Support Functions (10%).

Individual Performance Commitment and Review (IPCR). From the OPCR, each employee, will now fill out his/her Individual Performance Commitment Review (IPCR) form, in consultation with his/her supervisor. The supervisor will also fill out his/her IPCR with emphasis on his/her responsibilities in supervising, leading and managing his/her office or unit in order to achieve committed targets. Like the OPCR, the success measures in the IPCR are categorized into Strategic Priorities (45%); Core Functions (45%) and Support Functions (10%). The IPCRs of supervisors shall be reviewed and validated by the PMT.

Actual performance will be evaluated based on any of the three criteria: quality, efficiency and timeliness, whichever is/are applicable. The scale used is from 1 to 5, 5 being the highest:

5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Unsatisfactory
1	Poor

Both the OPCR and IPCR follow the same rating scale. Supervisors are expected to evaluate the IPCR of each employee under his/her supervision. The OPCR of each delivery unit shall reflect the overall performance of the said unit based on the results of IPCRs of the employees and supervisor(s) within the delivery unit.

4. **Delivery Units.** For University System Operations, CDO and satellite campuses, the delivery units are identified and clustered as follows:

Teaching	Non-Teaching
1. College of Science and Mathematics	7. Chancellor’s Office and Support Units
2. College of Engineering and Architecture	8. Administration
3. College of Technology	9. Auxiliary Services
4. College of Information Technology and Computing	10. Student Affairs and Welfare
5. College of Science and Technology Education	11. Research and Innovation
6. Satellite Campuses Academic Staff	12. Finance
	13. Satellite Campuses Administrative Support
	14. System Administrative Support

For the Claveria campus, the delivery units are as follows:

1. College of Agriculture
2. College of Arts and Sciences
3. College of Engineering and Technology
4. Office of the Chancellor
5. Office of the Vice Chancellor for Academic Affairs
6. Administrative Services Unit
7. Finance

5. Forced ranking of delivery units. The OPCR's shall be reviewed and evaluated by the PMT. Once the ratings are found in order, the OPCR's of delivery units shall be forced ranked, as follows:

For University System Operations, CDO and satellite campuses:

Ranking	Teaching Cluster	Non-Teaching Cluster	Total
Top 10% (Best)	1	1	2
Next 25% (Better)	1	2	3
Next 65% (Good)	4	5	9
Total	6	8	14

For the Claveria campus:

Ranking	Total
Top 10% (Best)	1
Next 25% (Better)	2
Next 65% (Good)	4
Total	7

- 6. Eligibility of employees to the PBB.** Employees should receive a rating of at least “Satisfactory” or the equivalent numerical rating of 3 in his/her IPCR to be entitled to the PBB.

The following shall not be entitled to the FY 2018 PBB:

- Those who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015
- Those who failed to liquidate cash advances within the reglementary period, as prescribed in COA Circular 97-002 and reiterated in COA Circular 2009-002
- Those who failed to submit their complete SPMS forms
- Those found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018. If penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB
- Officials and employees responsible for the implementation of the prior years’ audit recommendations, QMS certification, or posting and dissemination of the system of ranking performance of delivery units, shall not be entitled if the University fails to comply with any of these requirements.

The rules on eligibility of individuals as provided in IATF on AO 25 Memorandum Circular No. 2018-1 shall be strictly observed.

- 7. Submission to the A025 Secretariat.** The respective PMTs will endorse the final ratings and rankings of delivery units to University President for final approval. Upon approval of the University President, the PMTs will submit the same to the A025 Secretariat.
- 8. Effectivity.** This system of ranking of delivery units is effective for the fiscal year 2018.


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