

	POLICY GUIDELINES	Document No	WVSU-PMT-02
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WVSU	QUALITY FORM		DRAR NO.
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Details	This document provides the guidelines for the implementation of the Strategic Performance Management System of the University.		
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Reviewed by:	Date	Comments	
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**Guidelines for Ranking the Delivery Units for the Grant of
FY 2016 Performance-Based Bonus (PBB)**

I. Purpose:

This guideline is issued to provide the system of identifying and determining the delivery units in the University which, if eligible shall be forced ranked for purposed of the grant of FY 2016 Performance Based Bonus (PBB) pursuant to IATF Memorandum Circular No. 2016-2 dated October 12, 2016.

II. Scope and Definition:

This guidelines shall cover all officials and employees of West Visayas State University including all satellite campuses and the University Medical Center holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship with the said agencies and whose compensation are charged to the lump sum appropriation under Personnel Services or those occupying positions in the DBM approved contractual staffing pattern of the agencies concerned are covered.


A **delivery unit** shall be the primary subdivision of a department, agency, SUC, or GOCC performing substantive line functions, technical services, or administrative support, as reflected in the agency’s organizational structure and/or functional chart.

III. General Guidelines:

1. For purposes of identifying and determining the delivery units relative to the grant of the PBB for FY 2016, the West Visayas State University shall be classified into four groups, to wit:
 - 1.1 Office of the President and Services
 - 1.2 Satellite Campuses
 - 1.3 Colleges
 - 1.4 University Medical Center

2. For each of the above-mentioned group, a minimum of 5 delivery units is herein identified and shall be forced ranked according to the following categories, provided that they have met the criteria and conditions in Section 4.1 of IATF Memorandum Circular 2016-1 dated May 12, 2016:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

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3. The delivery units under each of the groups shall be as follows:

3.1 Office of the President and Services Group

3.1.1 Office of the President

This delivery unit shall include the personnel under the Office of the President, Office of the BOR Secretary, University Planning and Development Office (UPDO), Internal Audit Services (IAS) and Center for International Linkages and Public Information (CILPI).

3.1.2 Office of the Vice President for Academic Affairs

This delivery unit shall consists of the personnel under the Office of the Vice President for Academic Affairs, Office of the Director for Instruction and Quality Assurance (DIQA), Office of the Student Affairs (OSA), University Library and Resource Center (ULRC), Central Laboratory, Computer Laboratory, and the Office of the Registrar.

3.1.3 Office of the Vice President for Administration & Finance

This delivery unit shall consists of the personnel under the Administrative Division, Finance Division and University Resource Generation Program (URGP).

3.1.4 Office of the Vice President for Research, Extension and Training

This delivery unit shall consists of the University Research and Development Center (URDC), University Extension and Development Center (UEDC) and all other units under the Office of the VPRET.

3.1.5 Office of the Vice President for Medical and Allied Sciences

This delivery unit shall consists of the personnel under the Medical and Dental Clinic.

3.2 Satellite Campuses


3.2.1 College of Agriculture and Forestry

3.2.2 Calinog Campus

3.2.3 Janiuay Campus

3.2.4 Lambunao Campus

3.2.5 Pototan Campus

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3.3 Colleges


- 3.3.1 College of Arts and Sciences
- 3.3.2 College of Business and Management
- 3.3.3 College of Communication
- 3.3.4 College of Education
- 3.3.5 College of ICT
- 3.3.6 College of Medicine
- 3.3.7 College of Nursing
- 3.3.8 College of PESCAR

Note: The Integrated Laboratory School and the Himamaylan Campus shall be under the College of Education.

3.4 University Medical Center

- 3.4.1 Office of the Medical Center Chief
- 3.4.2 Administrative Service
- 3.4.3 Finance Service
- 3.4.4 Medical and Ancillary Services
- 3.4.5 Nursing Services

4. In the case of faculty with designation, their delivery unit shall be where their core function is. Consistent with the BOR Approved SPMS guidelines, the following shall be applied in determining the delivery unit:
 - 4.1 For a faculty member with a designation and equivalent teaching load of **six (6) units and less (main campus)**, his/her unit shall be the office where he/she is designated.
 - 4.2 For a faculty member with a designation and equivalent teaching load of **more than six (6) units (main campus)**, his/her delivery unit shall be the college where he/she belongs.
 - 4.3 For a faculty member who served as campus administrator in another campus within the FY 2016, his/her delivery unit shall be the campus where he/she has served longer.
 - 4.4 For a campus administrator who was assigned to another campus with the same designation within the FY 2016, his/her delivery unit shall be the campus where he/she has served longer.
 - 4.5 For a faculty member with teaching loads in different campuses shall consider as his/her delivery unit the campus where he/she has a full teaching load (18 units).

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5. Only the personnel belonging to eligible delivery units are qualified for the PBB.
6. The performance evaluation of each delivery unit shall be based on their rating in the Office Performance Commitment Review (OPCR) of the WVSU Strategic Performance Management System (SPMS).
7. The results of the performance evaluation will determine whether the delivery unit will be ranked as Best, Better, or Good in each group. In the event that there is a tie in the ratings and there is a need to determine the best or better delivery unit, the SPMS Champion shall determine the final ranking.
8. The PBB rates of the individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00 (Memorandum Circular No 2016 – 1).


Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

9. An official or employee who rendered less than 9 months but a minimum of 3 months of services and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the length of service rendered, as follows:

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the 9-month actual service requirement to be considered for PBB on a pro-rata basis:

- (a) Being a newly hired employee

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- (b) Retirement
- (c) Resignation
- (d) Rehabilitation Leave
- (e) Maternity Leave and/or Paternity Leave
- (f) Vacation or Sick Leave with or without pay
- (g) Scholarship/Study Leave
- (h) Sabbatical Leave

10. Employees who are not eligible for PBB 2016 are the following:

- (a) Those with an Unsatisfactory or Poor Performance during the FY 2016 based on their IPCR.
- (b) Those on vacation or sick leave with or without pay for the entire year
- (c) Those found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB
- (d) Those who failed to submit the 2015 SALN as prescribed in the rules provided by under CSC Memorandum Circular No.3 (series 2015)
- (e) Those who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA
- (f) Those who failed to submit their complete SPMS Forms
- (g) Those who are not holding regular plantilla positions and have no employer-employee relationship with the University

IV. REPEALING CLAUSE AND EFFECTIVITY

Existing policy on the system of ranking of delivery units for the grant of FY 2016 Performance-Based Bonus (PBB) inconsistent herewith are hereby repealed.

This revised policy on the system of ranking of delivery units shall take effect immediately and shall remain in effect until upon issuance of a repealing order.

LUIS M. SOROLLA, JR. Ph. D. CSEE
President