



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY, Dapitan City

PERFORMANCE-BASED BONUS 2018
System of Ranking of Delivery Bureaus and Individuals

I. Background

Jose Rizal Memorial State University's preparation to meet the terms with all the requirements for the Performance-Based Bonus (PBB) FY 2018 begin with the re-designation of Dr. Evelyn R. Campiseno, Vice President for Research, Extension & Development (VPRED) and Dr. Aida Lanioso, Vice President for Academic Affairs, as the PBB Focal Person and Alternate Focal Person, respectively. In concurrent capacity, the VPRED has been tasked to serve as the Performance Management Group (PMG) Chair with John Wayne Jacinto as secretary that will facilitate the consolidation and reporting of all PBB 2018 related documentations.

The Performance Management Group (PMG) is composed of the following:

1. Dr. Evelyn R. Campiseño Chairperson, Planning Officer & VP for Research, Extension & Development
2. Dr. Aida O. Lanioso VP for Academic Affairs
3. Dr. Reynaldo M. Venezuela VP for Administration
4. Dr. Clarita D. Bidad Campus Administrator, Dipolog Campus
5. Dr. Carina A. Romarate Campus Administrator, Katipunan Campus
6. Dr. Josephine A. Subong Campus Administrator, Tampilisan Campus
7. Dr. Chona F. Torrefranca Campus Administrator, Siocon Campus
8. Dr. Marissa M. Recapente Administrative Officer V, Main Campus

The Performance Management Group (PMG) has been involved in all decision-making matters relevant to the Performance-Based Bonus (PBB) 2018. These decisions include:

- a. Cascading of information about the university's overall targets (based on the General Appropriations Act or GAA 2018) for all the Performance Indicators (Major Final Outputs-MFO's, Support to Operations - STO and General Administration & Support Services - GASS) to all the campuses of JRMSU System.
- b. Setting the targets for all the Delivery Units vis-à-vis the various Performance Indicators in consultation with the delivering units/campus Technical Working Group (TWG)
- c. Determination of the criteria in rating the performance and ranking of the Delivery Units, Faculty and Staff.
- d. PBB incentive to be received by the Main Campus, who takes 50% of all the targets in MFO's - is the amount of PBB incentive equivalent to the highest (BEST) category as approved by the IATF.

Members of the Technical Working Group (TWG)

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|---|----------|
| 1. Campus Administrator | Chairman |
| 2. Dean, Registrar, Dir QA | MFO 1 |
| 3. Research Coordinator | MFO 2 |
| 4. Extension Coordinator | MFO 3 |
| 5. Dean for Student Affairs | STO |
| 6. Administrative Officer, Budget & Accounting Officers | GASS |
| 7. BAC Chair and HRMO | |

As agreed upon by the Performance Management Group (PMG) on its meeting, the Delivery Units of JRMSU for PBB 2018 onwards are the following:

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|---|--|
| 1 | Top and Supervisory Management Services (Management Committee, VP's, Administrators, Chief Administrative Officer, BOR Faculty Representative, Deans, System Directors) |
| 2 | Office of the VPRED (to include VPRED Staff, Research and Extension and Linkages and IPR Coordinators and Directors, Cultural, IGP personnel, Office of MIS/Mikrotek Academy, GAD System Focal Person) |

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|----|--|
| 3 | Office of the VPA (to include Office of the Administrative Officers, HRMOs, Financial Management Services (to include Budget Office, Accounting Office, Cashier's Office, BAC Office-SECRETARIAT, BOR Secretary) |
| 4 | Office of the VPAA (to include VPAA Staff, Assistant Deans, Program Coordinators and NSTP) |
| 5 | Quality Assurance/IMD Coordinators and Personnel |
| 6 | Support to Faculty, Staff and Students (to include Office of the DSAS, Guidance Office, Health/medical/dental Office, Library, Registrar, GAD, Alumni, Presidential Staff, PESA Directors/Coordinators) |
| 7 | Faculty of Maritime Education and Industrial Technology |
| 8 | Faculty of Engineering |
| 9 | Faculty of Criminology |
| 10 | Faculty of Agriculture |
| 11 | Faculty of Business and Accountancy |
| 12 | Faculty of Arts and Sciences |
| 13 | Faculty of Education |
| 14 | Faculty of Nursing and Allied Health Sciences |
| 15 | Supply and Property Management, Security Services, GSO-Transportation Services, Maintenance, Janitorial |

II. The Process Used in Rating the Performance and Ranking of Delivery Units

The following will be the guidelines of the University in determining the ranking of each eligible delivery unit for the grant of the Performance-Based Bonus (PBB) for FY 2018:

1. To determine the Best, Better and Good Delivery Units, each will be ranked according to its rate of accomplishment and performance in the MFO's, STOs & GASS;
2. After determining the rank of delivery units, they will be proportionately divided according to the percentage equivalent to best, better and good performers pursuant to section 8.1 of IATF MC No. 2018-1:

| Ranking | Performance Category |
|---------|----------------------|
| Top 10% | 1 Delivery Units |
| Top 25% | 4 Delivery Units |
| Top 65% | 10 Delivery Units |

3. To be eligible in the PBB 2018, employees / individuals shall have a final average rating for the current fiscal year of at least 90% or an adjectival rating of "Satisfactory" in their Criteria /OPCR /IPCR and shall qualify to the eligibility requirements stipulated in the IATF MC No. 2017-1.