Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY

PERFORMANCE-BASED BONUS 2019
System of Ranking of Delivery Units and Individuals

I. Background

The Performance Management Group (PMG) of Jose Rizal Memorial State University is the decision-making body of the university on matters relevant to the 2019 Performance-Based Bonus (PBB). Its responsibilities include: (1) cascading of information about the university's overall targets (based on the General Appropriations Act or GAA 2019) for all the Performance Indicators (Organizational Outcomes or **OOs**, Support to Operations or **STO** and General Administration and Support Services or **GASS**) to all the campuses of JRMSU System; (2) 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); and (3) determination of the criteria in rating the performance and ranking of the Delivery Units, Faculty and Staff.

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

1.	Dr. Maria Rio A. Naguit	Chairperson, Vice President for Research, Dev't and Extension
2.	Dr. Rizza B. Bagalanon	OIC-Vice President for Academic Affairs
3.	Dr. Reynaldo M. Venezuela	Vice President for Administration
4.	Dr. Marvin A. Recapente	Campus Administrator, Main Campus
5.	Dr. Leonardo J. Zamoras	Campus Administrator, Dipolog Campus
6.	Dr. Carina A. Romarate	Campus Administrator, Katipunan Campus
7.	Dr. Josephine A. Subong	Campus Administrator, Tampilisan Campus
8.	Dr. Chona F. Torrefranca	Campus Administrator, Siocon Campus
9.	Dr. Marissa M. Recapente	Chief Administrative Officer
10.	Prof. John Wayne V. Jacinto	PBB Focal Person

In addition, the Technical Working Group (TWG) is composed of the following:

1.	Campus Administrator	Chairperson
2.	Deans/ Associate Deans/ Registrar/ QA Director/Coordinator	OO 1
3.	Research Director/ Unit Head	OO 2
4.	Extension Director/ Unit Head	OO 3
5.	Dean/Associate Dean for Student Affairs and Services	STO
6.	Chief Administrative Officer/ Administrative Officer/ Budget Officers/ Cashier/ Accountant	GASS
7.	BAC Chair and HRMO	

The Delivery Units of the University for 2019 PBB include:

1.   Office of the President (direct office staff and heads of unit)
2.   Office of the VPA (VPA, direct office staff and unit head)
3.   Office of the VPRDE (VPRDE and direct office staff)
4.   Office of the VPAA (VPAA and direct office staff)
5.   Office of the Campus Administrator (Campus Administrators and direct office staff)
6.   Offices of the Administrative Officer (Chief Administrative Officers and direct office staff)
7.   Office of the Accounting (Accountants and direct office staff)
8.   Office of the Cashier (Cashiers and direct office staff)
9.   Office of the Finance Director and Budget (Finance Director, Budget Officers, and direct office staff)
10.   Offices of the Bids and Awards Committee (BAC secretariat and direct office staff)
11.   Offices of the Supply (Supply Officers and direct office staff)
12.   Offices of the HRMO (HRMOs, units heads and direct office staff)
13.   Offices of the IGP (IGP Directors, Unit Heads and direct office staff)
14.   Offices of the GAD (GAD units heads/focal persons and direct office staff)
15.   Offices of GSO -Transportation Services (Unit Heads and direct office staff)
16.   Security Services (Unit Heads and security guards)
17.   Health/Medical/Dental Offices
18.   Maintenance, Janitorial and Support Services (Unit Heads and direct office staff)
19.   Office of the Research Director (Research Director, Research Chairs, Unit heads and direct office staff)
20.   Office of the Extension Director (Extension Director, Extension Chairs, Unit heads and direct office staff)
21.   Office the Quality Assurance (Director, Unit Heads and direct office staff)
22.   Office of the IMD (Directors, Unit Heads and direct office staff)

23.	Office of the NSTP (Directors, Unit Heads and direct office staff)
24.	Office of the Cultural Affairs (Cultural Unit Head, Choir and direct office staff)
25.	Office of the PESA Directors (PESA Directors, Unit heads and direct office staff)
26.	Office of the DSAS (Deans and direct staff)
27.	Office of the Guidance Counselors (Counselors and direct office staff)
28.	Library Services (Director of Library, Librarians, and direct office staff)
29.	Offices of the Registrars (Registrars and direct office staff)
30.	Offices of the Alumni Affairs (Alumni Chairs and direct office staff)
31.	Office of the BOR Secretary (BOR Sec. and direct office staff)
32.	Graduate School (Deans and direct office staff)
33.	College of Education (Deans, Associate Deans, faculty and direct office staff)
34.	College of Arts and Sciences (Deans, Associate Deans, faculty and direct office staff)
35.	College of Engineering (Deans, Associate Deans, faculty and direct office staff)
36.	College of Technology and Maritime Education (Deans, Associate Deans, faculty and direct office staff)
37.	College of Criminal Justice Education (Deans, Associate Deans, faculty and direct office staff)
38.	College of Nursing and Allied Health Sciences (Deans, Associate Deans, faculty and direct office staff)
39.	College of Business and Accountancy (Deans, Associate Deans, faculty and direct office staff)
40.	College of Agriculture and Forestry (Deans, Associate Deans, faculty and direct office staff)

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

The following are 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 2019:

1. Each delivery unit will be ranked as Best, Better or Good based on the rate of accomplishment and performance in the OOs, STOs and GASS;

2. The University's percentage allocation for each rank is described as follows (Section 7.1 of IATF MC No. 2019-1):

Ranking	Performance Category
Top 10%	4 Delivery Units (Best DUs)
Next 25%	10 Delivery Units (Better DUs)
Next 65%	26 Delivery Units (Good DUs)

3. Eligibility in the 2019 PBB requires an employee/ individual to obtain a final average rating of at least 90% or an adjectival rating of "Satisfactory" in their Criteria/ OPCR/ IPCR. The employee then qualifies to the eligibility requirements stipulated in the IATF MC No. 2019-1.

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PMG Chairperson
Vice President for Research, Dev't and Extension
JRMSU System

Approved:

DAYLINDA LUZ R. LAPUT, Ph. D.
University President
JRMSU System