



Institutional Guidelines in the Grant of the Performance-Based Incentives for Fiscal Year 2016 (Revised from 2014 Guidelines)

Pursuant to the provisions of Executive Order No. 80 series of 2012, CHED Memorandum Order No. 29 series of 2013 and the Inter-Agency Task Force (IATF) Memorandum Circular Nos. 2016-01 and 2016-02, which embodies the *PBB GENERAL GUIDELINES*, the College (DNSC) hereby issues these supplemental implementing guidelines in the grant of the Performance-Based Incentives for Fiscal Year 2016.

1. PURPOSE

- 1.1 To relate the relevance of the national government's Performance-Based Incentive System (PBIS) to the College's attainment of its institutional goals and the use of the PBIS as a planning and management tool for measuring performance of Delivery Units (DUs) and Personnel in the College; and,
- 1.2 To provide procedural guidelines in the awarding of Performance-Based Bonus (PBB) to personnel of the College.

2. SPECIFIC GUIDELINES

2.1 DELIVERY UNITS (DU)

- a. The College is divided into two (2) clusters with the following Delivery Units:

Table 1. The Delivery Units

	Delivery Units
Academic Units	1. Institute of Education
	2. Institute of Information Technology
	3. Institute of Aquatic and Applied Sciences
	4. Institute of Management, Governance and Continuing Studies
Non- Academic Units (Services and Office of President)	5. Administrative Services
	6. Finance Services
	7. Research, Extension and Production
	8. Office of Student Services
	9. Office of the Executive

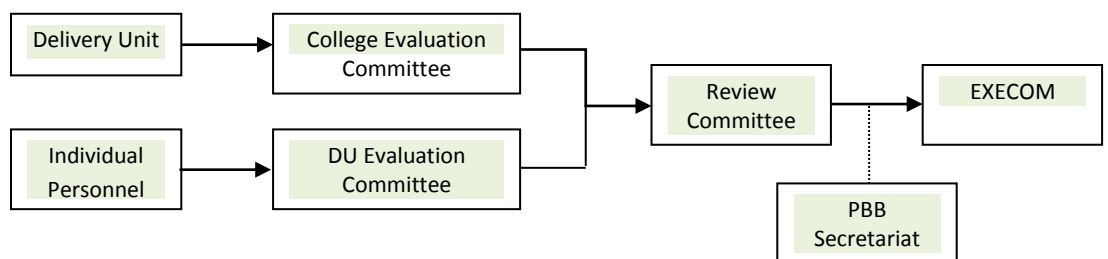
- b. Each of the Delivery Units has chosen and/or assigned the performance indicators (PIs) under each Major Final Outputs (MFOs), Support to Operations (STO and General Administrative and Support Services GASS) targets, according to their functions and contributions to the Institutional Performance. The performance targets of each delivery unit will be agreed upon by the Delivery Unit Head and the College President subject to the transitory provision (3.1). Accordingly, each delivery unit will
- c. be assessed of its performance based on its percentage of accomplishment versus the targets that have been agreed upon.
- d. Upon 100% achievement of the Institutional targets under the CHED Performance Indicators and 100% compliance to Good Governance Conditions, Delivery Units and Personnel are deemed eligible for the PBB; provided they are certified as Good Governance Compliant by the Good Governance Committee specified in IATF MC No. 2015-1.
- e. To qualify for PBB, DUs should achieve 100% accomplishment of each Performance Indicator. In case the DU will not reach the 100% accomplishment, the Head of Agency shall justify for the inclusion of the said DU to AO25.

- f. In cases where a Performance Indicator has no target, target should be based on the actual accomplishment for that year to give a 100% accomplishment.
- g. The targets shall be agreed and signed between the Head of the Agency and Delivery Unit Head on the First Quarter of the year or the latest, one week after the Annual Planning Workshop. Moreover, the targets shall likewise be agreed upon by the Delivery Unit Head and the subordinates and properly stamped by the Planning office and HRMO as official PBB target.
- h. The target setting should be College-wide in the presence of all DU Heads, Evaluation Committee, Executive Committee and College President. The same group shall sit during the Evaluation and Review of documents.
- i. In determining which among the DUs of the College belong to the best, better or good units, the President together with the members of the PBB-PMG EXECOM, with data provided by the PBB Secretariat, shall determine the individual standing of the DUs. The Delivery Units will be ranked based on the percentage of accomplishment (weighted average) of the performance indicators spelled out in the *Delivery Unit Performance Indicators Instrument* and as reported in the PBB Accomplishment Report.
- j. All Delivery Units shall be ranked adopting to the Data Envelopment Analysis (DEA). Derived efficiency indices for DEA shall be the basis of the ranking system.
- k. The IPCR points shall be converted into percentage to get the average of the DU and IPCR. The intervening points shall be considered only for Non-academic cluster. (refer to conversion table in Annex C)
- l. The President's rating is subject to AO25 or CHED Guidelines.

2.2 Process Flow

The evaluation shall follow the process flow below:

Figure 1. The Process flow



2.2.1 Individual Personnel Evaluation

- a. The personnel shall submit the accomplished evaluation instrument with the supporting documents to the DU Evaluation committee.
- b. The individual personnel shall concur the result of the evaluation.
- c. The DU Evaluation committee shall furnish the Review committee copies of the minutes of the evaluation.
- d. The DU Evaluation committee shall submit a duly signed report of the evaluation with the supporting documents to the Review committee.

2.2.2 Delivery Unit Evaluation

- a. The DU Head shall submit the accomplished evaluation instrument with the supporting documents to the College Evaluation committee.

- b. The DU Evaluation committee shall furnish the Review committee copies of the minutes of the evaluation.
- c. The College Evaluation committee shall submit a duly signed report of the evaluation with the supporting documents to the Review committee.

2.2.3 Review Committee

- a. The Review committee shall convene its members for review.
- b. The Review committee shall submit a duly signed report of the evaluation with supporting documents to the Executive committee through the secretariat.

2.2.4 Executive Committee

- a. The Executive committee shall call a presentation of the summary of results with the Evaluation and Review committees. The Chair of the Review committee shall present the summary of results. Thereafter, the Executive committee shall undertake forced ranking of Delivery Units and Individual personnel based on the results submitted. The Executive committee shall vote for the approval of the said results, consistent with the approved PBB guidelines.
- b. In case of discrepancies, the Executive committee shall take necessary measures as follows:
 - b.1 Return the summary of results to the Evaluation and Review committee for appropriate actions.
 - b.2 Advise the Evaluation and Review committees to make necessary corrections in the PBB results based on the Guidelines.
- c. The Executive committee shall sign the final result and its decision shall be final and executory.

(Note: In the absence of any member, the President will appoint a representative. Such representative can raise any issues but has no voting power.)

2.3 Institutional Targets

- a. The institutional targets of Davao del Norte State College expressed as MFOs, STO and GASS (Form A) are cascaded within and between the Delivery Units and its corresponding weights are distributed in Table 2 as follows:

Table 2. Institutional Targets cascaded to Delivery Units and corresponding weights

DELIVERY UNITS	MFO 1&2	MFO 3	MFO 4	STO PI1	STO PI2	GASS PI1	GASS PI2	OPCR	TOTAL
IAAS	50	25	20	-	-	5	-		100%
IIT	50	25	20	-	-	5	-		100%
IED	50	25	20	-	-	5	-		100%
IMaGoCS	50	25	20	-	-	5	-		100%
REP	-	50	45	-	-	5	-		100%
OSS	-	-	-	-	-	-	-	100	100%
AS	-	-	-	-	15	40	5	40	100%
FS	-	-	-	-	-	50	50	-	100%
OE				35	-	15	0	50	100%

- b. The measures of Quantity, Quality and Timeliness of each performance indicator are given percentage weights of 40%, 40% and 20%.

- c. The College, upon qualifying for the PBB and upon assessment of its delivery units qualifying criterion (based on the National Guidelines) shall follow the DEA rank efficiency index.

Table 3. Forced Ranking Distribution System

Delivery Unit Ranking	Performance Category	Amount of PBB
Top 10%	Best Delivery Unit	65% of the employee's monthly salary
Next 25%	Better Delivery Unit	57.5 % of the employee's monthly salary
Next 65%	Good Delivery Unit	50 % of the employee's monthly salary

2.4 Research and Extension Services

2.4.1 Credits for researches and extension projects shall be based on the following:

a. Internally and Externally Funded Projects

a.1 Internally and externally funded research and extension projects shall be credited to the concerned DU that proposed and/or implemented the said projects. In collaborative research and extension projects, the concerned participating DU shall receive credits per project component.

a.2 The presentation of DU researches and extension studies to regional, national and international conferences shall be credited to DU while the presentation of thesis and dissertation shall be credited to the individual.

a.3 The publication of DU researches and extension studies including review papers to local, regional, national and international journals shall be credited to DU while the publication of thesis and dissertation including review papers shall be credited to the individual.

a.4 Documents to be submitted to the REP Office on or before December 15 of each year are the following:

a.4.1 Terminal Report or Progress report showing the completed deliverables with corresponding signatures of parties involved and proof of participation.

a.4.2 Financial Report

a.4.3 Special Order and/or MOA

a.5 Only researches completed as of December of each year shall be included in the target of completed researches based on the approved timeline.

a.6 Each component of a research/ extension project shall be credited. (Refer to Research Manual)

2.5 Rating Individual/Personnel Guidelines

- a. To qualify for PBB, individual personnel (faculty and staff) shall comply with the Good Governance condition on liquidation of cash advances. The liquidation of Local travel and activities within 30 days, International travel within 60 days in compliance to COA to be certified by the Finance Director.
- b. As an additional good governance condition, submission of Statements of Assets, Liabilities and Net Worth (SALN) and satisfactory rating of the approved IPCR.
- c. The personnel are classified according to his/her functions and assignments. However, faculty members assigned as chairpersons/coordinators in specific Delivery Units shall be evaluated in their respective DUs. In case a faculty member is assigned to more than 1 delivery unit, his/her PBB incentive will be based on the DU

that got the highest ranking. Qualified Personnel for PBB is based on MC No. 2015-1. The functions of personnel are classified as follows:

CORE FUNCTIONS – refer to functions which are the main tasks of the individual personnel based on her/his current plantilla or workload assignment.

STRATEGIC FUNCTIONS – refer to functions that directly contribute to the Institutional or Delivery Units (DUs) PIs.

INTERVENING/SUPPORT FUNCTIONS - refers to work assignments given to employees for the implementation of certain programs, projects and activities of the college which are not included in their individual core and strategic functions.

- d. The performance of DNSC faculty and staff assigned to other DUs will be rated sixty percent (50%) of his/her core functions, thirty percent (30%) of his/her strategic functions and ten percent (20%) of his/her support/intervening functions. The core functions differ individually according to their workload, assignments/designation or based on their plantilla positions. For faculty with designations, the computation of core function ratings will be based on the weight of workload based on the percentage of actual contact hours set for teaching and administrative function (Equivalent Teaching Load/load release) (Table 3). For staff assigned in the Administrative Services (AS) and Finance Services (FS), they will be rated sixty percent (60%) of his/her core functions and forty percent (40%) of strategic functions.
- e. In the IPCR, the distribution of Core, Strategic and Intervening Functions are provided here under:

Table 4. The Distribution of Core, Strategic and Intervening/Support Functions

Personnel	Core Functions		Strategic Functions		Intervening/Support	
Faculty	Teaching Workload	(50%)	Strategic Functions	(30%)	Intervening/Support	(20%)
Other Faculty with Designations	Teaching Workload and Designated Functions	(50%)	Strategic Functions	(30%)	Intervening/Support	(20%)
Staff	Staff Workload and	(60%)	Strategic Functions	(40%)	Intervening/Support	Add-on points
Staff with designated assignments to other DUs (other than AS)	Staff Workload and Designated Functions	(60%)	Strategic Functions	(30%)	Intervening/Support	(10%)
Management Team, Program Chairs and Department Chairs	Teaching Workload and Designated Functions	(50%)	Strategic Functions	(30%)	Intervening/Support	(20%)

- f. In cases where staff from the Administrative or Finance Services is assigned to work in committees, they shall be given add-on points (see attached computation).
- g. Based on the approved IPCR, the performance of all personnel (staff and faculty) shall be evaluated following the rating scale of 1-5 (Table 5). To qualify for the PBB, each individual must get an average rating of at least 3 which is equivalent to a descriptive rating of "Satisfactory".

Table 5. Numerical and Descriptive Ratings

Descriptive Rating	Numerical Rating
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2

Poor	1
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(Refer to rating sheets (PBB Forms 1 A-Y) for individual computations)

2.6 SUBMISSION OF PBB DOCUMENTS FOR EVALUATION

1. The DU shall submit the documents on time. The committee shall automatically compute the points based on the submitted documents despite deficiency.
2. The DU's late submission of documents shall have corresponding deduction points which is 5 points per day.
3. Individual's late submission of documents shall have corresponding deductions of points which is 0.1 point per day.
4. Individuals who shall not submit documents shall be automatically disqualified but shall not be taken against the points of the superior.
5. All Delivery Units are compelled to submit documents.

TRANSITORY PROVISIONS

- 3.1 Norms taken from the previous three consecutive years will be used as basis or standard for the targets of each year. In the absence of norms, the present targets must not be lower than the previous year actual accomplishments.
- 3.2 The Performance Guidelines Committee will review the said guidelines as the need arises.
- 3.3 Setting of Performance Targets for each year will be done a year before the actual PBB evaluation.
- 3.4 In cases there are additional provisions from AO25/ other agencies, the concerned committee shall seek decision of the College Executive committee.
- 3.5
- 3.6 Any provisions in this guideline which are found to be inconsistent with the provisions of AO25 MC Nos. 2016-01 and 2016-02 shall be deemed null and void and the provisions of the latter circulars shall prevail.