



### **3.0 GUIDELINES/MECHANICS IN RANKING OF OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

#### **Ranking Criteria and Process:**

- 5 delivery units were identified and ranked accordingly
- 5 delivery units were considered for PBB
- There were 195 filled positions where 183 officials and employees are considered for PBB.
- The 5 delivery units were grouped accordingly as follows:
  - Technology – This includes all teaching personnel directly working under the College of Technology.
  - Academics - This includes all teaching personnel directly working under the College of Technical Teacher Education.
  - Office of Student Affairs – This include all personnel directly working under the following offices: Library, Guidance and Placement, Medical, Dental and the Registrar
  - Administration - This include all personnel directly working under the following offices: Office of the President, Human Resource, Auxiliary Services, Supply and Procurement Office and other support staff from different offices.
  - Finance - This include all personnel directly working under the following offices: Budget Office, Accounting Office and Cashiers Office.
- In the column “Name of Delivery Units” presented in Form 2, the Inclusion of Others in the delivery units with poor performance means that those employees ranked poor in their respective delivery units were separated and included in the poor performing list. All personnel who were not able to liquidate their Cash Advances within the reglementary period were also excluded. This is done to easily identify those who will not receive PBB.
- Of the 5 delivery units who are entitled to PBB, 10% or 1 is ranked BEST, 25% or 1 are ranked BETTER, and 65% or 3 are ranked GOOD. The following are the units specifically identified.



- BEST
    - Technology – 59 personnel
  - BETTER
    - Academics - 60 personnel
  - GOOD
    - Office of Student Affairs - 22 personnel
    - Administration – 31 personnel
    - Finance – 11 personnel
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- Poor performing personnel and those who were not able to liquidate their Cash Advance/s within the reglementary period were also excluded from the recipient of PBB and they were listed under 2.4 and 2.6 in the FORM 1.0 identified per their respective delivery unit.
  - The PBB rates of 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 less than Php 5,000.00.

<b>PERFORMANCE CATEGORY</b>	<b>% OF MONTHLY BASIC SALARY</b>
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

- The following table shall serve as the basis for the pro-rated amount based on IATF Memorandum Circular No. 2016-1 dated May 12, 2016:

<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
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%



Operational Procedure:

- Meeting of PMT together with the two deans from the two Colleges was conducted to identify and rank the delivery units of the College according to their contribution in attaining the targets of the College.
- The bureaus were agreed were agreed to be clustered into 5 delivery units: Technology, Academics, Office of Student Affairs, Administration and Finance
- The clustering is based on the nature of work and attached offices to the main unit. Faculty members are clustered according to their teaching load and/ or as to what College they are directly reporting.
- Performance Management Group was created to make the necessary evaluation based on the criteria agreed upon by the:
  - The Vice President for Academic Affairs
  - Director for Administration and Finance
  - Budget Officer
  - Planning Officer
  - HR Staff
  - Dean, College of Technology (Consultant)
  - Dean, College of Technical Teacher Education (Consultant)
- Delivery units were ranked according to the criteria stated in the Evaluation of Performance Per Delivery Unit.
  - Quality – 30%
  - Accountability – 30%
  - Efficiency – 30%
  - Timeliness – 10%
- Respective Department Heads per unit were required to submit the necessary summary of employee ranking (based on the College Performance Evaluation Rating).
- The delivery units were ranked as follows in order:
  - Technology
  - Academics
  - Office of Student Affairs
  - Administration
  - Finance
- A faculty position with administrative work or functions related to operations support system were either included in any of the other delivery units. On the other



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hand, Administrative positions with direct relation to instruction, supervision management and support were either considered to any other delivery units. Faculty members who in one way or another have performed their functions aside from teaching but also in the enrolment services or any other work related to support were considered in the support to operations units.

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