



BATAAN PENINSULA STATE UNIVERSITY

GUIDELINES FOR THE GRANT OF PERFORMANCE- BASED BONUS (PBB)-FY 2023

1. Background and Purpose

Consistent with Memorandum Circular No. 2023 – 1, entitled, “Guidelines on the Grant of the Performance – Based Bonus (PBB) for Fiscal year 2023 Under Executive Order) EO No. 80, S. 2012 “Directing the Adoption of a Performance – Based Incentive (PBI) System for Government Employees, Inter-Agency Task Force on Harmonization of the National Government Performance Monitoring, Information and Reporting Systems (AO No.25, s.2011) and EO NO. 201, S. 2016,” the following mechanics in ranking delivery units and individuals are hereby established for the grant of Performance Based Bonus (PBB) for Fiscal Year 2023.

These guidelines aim to provide mechanisms for distribution of the PBB incentives within Bataan Peninsula State University (BPSU) and to inform and guide all officials and employees on the rating and ranking process of delivery units.

2. COVERAGE

These guidelines shall cover all officials and employees of Bataan Peninsula State University including all satellite campuses holding regular “plantilla” positions, contractual and casual personnel having an employer-employee relationship with the University, and whose compensation are charged to the Personnel Services under GAA Funds only.

3. ELIGIBILITY OF THE UNIVERSITY

As provided by in Section 4.0 of MC No. 2023-1, the University must obtain a certain number of points to be eligible for Performance Based Bonus (PBB) FY 2023. The University accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) criteria.



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350

(6347) 2375830

Website: www.bpsu.edu.ph

E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID: 9108657000

TABLE 1: FY 2023 PBB SCORING WEIGHT SYSTEM

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		5 pts	10 pts	15 pts	20 pts	25 pts
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Total Score		Maximum = 100 POINTS				

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. The unit/s most responsible (including its head) for the criteria with a performance rating of below 4, will be isolated from the grant of the FY 2023 PBB.

3.1 Performance Results – accomplishment of the Congress-approved performance targets under the Performance Informed Budgeting (PIB) of the FY 2023 GAA.

TABLE 2. RATING SCALE FOR PERFORMANCE RESULTS

1	2	3	4	5
Met below 50% of performance indicators of the Congress-approved performance targets for FY 2023	Met 50% to less than 70% of performance indicators of the Congress-approved performance targets for FY 2023	Met 70% to less than 80% of performance indicators of the Congress-approved performance targets for FY 2023	Met 80% to less than 100% of performance indicators of the Congress-approved performance targets for FY 2023	Met each one or 100% of the Congress – approved performance targets for FY 2023 (all performance indicators)

3.2 Process Results – achievements in ease of doing business of transaction with the agency as a result of its streamlining specially the frontline services, standardization of frontline processes, records digitization, and other process improvements for faster and more efficient public service delivery.

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350

(6347) 2375830

Website: www.bpsu.edu.ph

E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID: 9108657000

TABLE 3. RATING SCALE FOR PROCESS RESULTS

AGENCY	1	2	3	4	5
a. For SUC	No substantial Improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transactions in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

3.3 Financial Results – attainment of the actual spending of the university's budget allotment for the FY 2023, Disbursement BUR and the FY 2023 Earmark Income Targets.

TABLE 4. RATING SCALE FOR FINANCIAL RESULTS

1	2	3	4	5
Below 40% Disbursements BUR	40% - 55% Disbursements BUR	55% - 70% Disbursements BUR	70% - 85% Disbursements BUR	85%-100% Disbursements BUR

3.4 Citizen/Client Satisfaction Results – achievements in satisfying the quality expectations of the transactions with the public.

TABLE 5. RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS

1	2	3	4	5
0% resolution and compliance rate to #8888/CCB complaints	At least 1% resolution and compliance rate to #8888/CCB complaints	At least 50% resolution and compliance rate to #8888/CCB complaints	At least 75% resolution and compliance rate if there are more than 250 tickets to #8888/CCB complaints At least 80% resolution and compliance rate for 250 or less tickets to #8888/CCB complaints	100% resolution and compliance to #8888/CCB complaints

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350
(6347) 2375830

Website: www.bpsu.edu.ph
E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID: 9108657000

4. AGENCY ACCOUNTABILITIES

As provided in AO25, in order to be able to sustain the institutionalization of compliance with existing government – mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor and enforce compliance with the following requirements within their agencies.

The units including the officials and staff most responsible for deficiencies or non-compliance with the Agency Accountabilities provided in Section 5.0 (MC No. 2023-1, Agency Accountabilities Table 6, page 10) will also be isolated from the grant of the FY 2023 PBB.

TABLE 6. AGENCY ACCOUNTABILITIES	
Continuing Agency Accountabilities	a. Updating of Transparency Seal
	b. Compliance with Audit Findings and Liquidation of Cash Advances
	c. Compliance with the Freedom of Information (FOI) Program
	d. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities and Net Worth (SALN)
	e. PhilGEPS posting of all invitations to bids and awarded contracts – Notices of Award/ Bid Results, Actual Approved / Awarded Contracts and Notices to Proceed / Purchase Orders for public bidding transactions above one million (P1,000,000) (refer to Annex 7 of the PBB 2023 AO25 guidelines)
	f. FY 2023 Non – Common Use Supplies and Equipment (APP-non CSE)
	g. Posting of Indicative FY 2024 APP non- CSE
	h. FY 2024 Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE) (refer to Annex 8 of the PBB 2023 AO25 guidelines)
	i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System
	j. Undertaking of Early Procurement Activities covering FY 2024 Procurement Projects
	k. Designation of the Agency's Committee on Anti- Red Tape (CART)
New Agency Accountabilities beginning FY 2023 PBB	l. Compliance with the National Competition Policy (NCP)
	m. For departments/ agencies, SUCs, and GOCCs (DBM), continuing ISO – QMS certification or equivalent certification of at least one (1) critical frontline service or core process. (refer to Annex 3 of the PBB 2023 AO 25 guidelines)
	n. Administered Client Satisfaction Measurement (CSM)
	o. Report on the digitalization initiatives or digital transformation of external and internal services

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350
(6347) 2375830

Website: www.bpsu.edu.ph
E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 9108657000

5. ELIGIBILITY OF THE DELIVERY UNITS

5.1 For purposes of identifying and determining the delivery units relative to the grant of the PBB for FY 2023, BPSU is composed of forty-eight (48) delivery units.

TABLE 7. UNIVERSITY DELIVERY UNITS		
Office Category	No.	Delivery Units
		Office of the President
	1	Office of the Secretary of the University and of the Board of Regents
	2	Presidential Management Staff
(MFOs 1&2) Colleges/Advance Higher Education Services		Office of the Vice President for Academic Affairs
	1	College of Arts and Sciences
	2	College of Business and Accountancy
	3	College of Education
	4	College of Engineering and Architecture
	5	College of Information and Communication Technology
	6	College of Allied Health Sciences
	7	College of Industrial Technology
	8	College of Agriculture and Fisheries
	9	Graduate School
(MFOs 3&4) Support Services under the Research, Extension and Training	10	Center for Alternative, Flexible Teaching Learning and Innovative Instructions
		Office of the Vice President for Research and Development
	1	Research and Development services
(STO) Auxiliary Support Services under Academic Affairs (Support to Operations)	2	Extension and Training Services
		Auxiliary Support Services-Academic
	1	Library
	2	Office of the Registrar
	3	Student Affairs and Services
	4	Arts and Cultural Affairs
	5	Sports and Physical Development
	6	Health Services Unit
	7	University Admission and Testing Center
	8	Quality Assurance Office
(GASS) Support Services under General Administration and Support Services	9	Faculty Position Reclassification Unit
	10	National Service Training Program and ROTC
		Office of the Vice President for Administration and Finance
	1	Administrative Services
	2	Finance Management Service
	3	Operation, Planning and Development

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350

(6347) 2375830

Website: www.bpsu.edu.ph

E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID: 9106657000

	4	Strategic Management Office
	5	Central Records Office
	6	Data Analytics and Knowledge Management Office
	7	Legal Affairs Office
	8	Office of the Public Affairs
	9	International Affairs Office
	10	Management Information System Office
	11	Center for Human Rights Education and Gender and Development
	12	Physical Plant and Engineering Services
	13	Security Services Unit
	14	General Services Unit
	15	Internal Auditing Control Unit
	16	Bids and Awards Committee
	17	Property and Procurement Office
	18	Production and Business Enterprise
Delivery Units of the Chartered Campuses		Chartered Campuses
	1	Abucay Campus
	2	Bagac Campus
	3	Balanga Campus
	4	Dinalupihan Campus
	5	Main Campus
	6	Orani Campus

6. ELIGIBILITY OF THE INDIVIDUALS

6.1 The President is eligible only if the University is eligible. If eligible, his/her maximum PBB rate for FY 2023 shall be equivalent to 65% of his/her monthly basic salary (MBS) as of December 31, 2023. He/she should not be included in the Form 1-report on Ranking of delivery units as stated in Section 6.4 of MC No. 2023-1.

6.2 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

6.3 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350

(6347) 2375830

Website: www.bpsu.edu.ph

E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 9108657000

- 6.4 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.11.
- 6.5 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a **Very Satisfactory** rating may be eligible for the full grant of the PBB.
- 6.6 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a **Very Satisfactory** rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

TABLE 8. ACTUAL LENGTH OF SERVICE RENDERED	
Length of Service	% of PBB
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%

- 6.7 The following are valid reason for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:
- 6.7.1 Being a newly-hired employee;
 - 6.7.2 Retirement;
 - 6.7.3 Resignation;
 - 6.7.4 Rehabilitation Leave;
 - 6.7.5 Maternity Leave and/or Paternity Leave;
 - 6.7.6 Vacation or Sick Leave with or without pay;
 - 6.7.7 Scholarship/Study Leave; and / or
 - 6.7.8 Sabbatical Leave

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350
(6347) 2375830

Website: www.bpsu.edu.ph
E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 9108657000

7. FACULTY WITH DESIGNATIONS

7.1 In the case of faculty with designations, their delivery unit shall be where their core function is. The following shall be considered in determining the delivery unit:

7.1.1 Faculty member with designation and equivalent teaching load of six (6) units or less, his/her unit shall be the office where he/she is designated.

7.1.2 Faculty member with designation and equivalent teaching load of more than six (6), his/her delivery unit shall be the college where he/she is belong.

7.1.3 Faculty member with teaching loads in different campuses shall consider as his/her delivery unit the campus where he/she has full teaching load (18 units).

8. EMPLOYEES WHO ARE NOT ELIGIBLE FOR PBB 2023

8.1 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.

8.2 Those who found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

8.3 Those who failed to submit the 2022 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2023 PBB.

8.4 Those who were not able to liquidate all cash advances received in FY 2023 within the reglementary period as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009.

8.5 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350

(6347) 2375830

Website: www.bpsu.edu.ph

E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID: 9108657000

8.6 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

8.7 Those who failed to submit their complete OPCR/DPCR/IPCR Form.

8.8 Those who are not holding regular "plantilla" positions and have no employer-employee relationship with the University.

9. RATES OF THE PBB

9.1 For Fiscal Year 2023, the above delivery units (DUs) shall no longer be ranked and its grant shall be uniform across the university including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Table 8 of Rates of PBB.

9.2 The total score as stated in Section 4 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2023. For illustration, see Table 8 below:

TABLE 9. RATES OF THE PBB	
Total Score	PBB
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

9.3 The above stated compliance/requirements shall be used as basis in determining the eligibility of responsible units and individuals.

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



10. COMMUNICATION

- 10.1 For transparency among the delivery units and employees, the BPSU Performance Management Team and the Office of the Human Resource Management shall cascade to its employees the university guidelines in ranking delivery units for the grant of PBB FY 2023.

11. APPEALS AND COMPLAINTS

- 11.1 If the employee refuses to accept the rating given by the immediate supervisor, he/she should indicate the "signed in protest" to his/her IPCR and specify the corresponding reason.
- 11.2 The employee may file a written petition on the result of his/her final rating to the BPSU Performance Management Team within five (5) days from the date of receipt of the evaluation rating.
- 11.3 The PMT will conduct a performance review conference and submits its recommendation to the University President within thirty (30) days from receipt of appeal.
- 11.4 Any issue/appeal resolved in the performance review conference will be final and not appealable.

12. SUBMISSION OF REPORT

- 12.1 HRDM Office shall prepare the ranking per delivery unit using PBB Form-I which summarizes the number of eligible delivery unit ranked for PBB, number of officials and employees under each delivery unit and total amount of PBB required.
- 12.2 Report shall be for concurrence of the Performance Management Team and approval of the University President.

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies



BATAAN PENINSULA STATE UNIVERSITY

BPSU Main Campus, Capitol Compound,
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2372350

(6347) 2375830

Website: www.bpsu.edu.ph

E-mail: president@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 9108657000

13. REPEALING CLAUSE AND EFFECTIVITY

Existing policy on the system of ranking of delivery units for the grant of FY 2023 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.


RUBY B. SANTOS - MATIBAG, Ed. D.
University President

Our Vision

*An inclusive and sustainable University recognized for its global
and academic excellence by 2030*

Our Mission

*To develop innovative leaders and empowered communities by delivering
transformative instruction, research, extension and production through
Change Drivers and responsive policies*