

BATAAN PENINSULA STATE UNIVERISTY

**GUIDELINES FOR THE GRANT OF
PERFORMANCE-BASED BONUS (PBB)-FY 2021**

1. Background

Pursuant to Executive Order 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), Memorandum Circular No. 2021-1 s.2021 and Memorandum Circular No. 2021-2 s.2021, the following mechanics in ranking delivery units and individuals are hereby established for the grant of Performance Based Bonus (PBB) for Fiscal Year 2021.

2. PURPOSE

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.

3. 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 budget; as well as those occupying positions in the DBM-approved contractual staffing pattern of the University.

4. ELIGIBILITY OF THE UNIVERSITY

As provided by in Section 3.0 of MC No. 2021-1, the University must obtain a certain number of points to be eligible for Performance Based Bonus (PBB) FY 2021. 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 2021 PBB, the agency must attain a **total score of at least 70 points**.

TABLE 1: FY 2021 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. To be able to attain a total score of at least 70 points, the agency should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the

agency will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

4.1 Performance Results – accomplishment of the Congress-approved performance targets under the Performance Informed Budgeting (PIB) of the FY 2021 GAA.

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factor	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of the Congress approved performance targets for FY 2021 (all performance indicators)

4.2 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.

TABLE 3: RATING SCALE FOR PROCESS RESULTS					
AGENCY	1	2	3	4	5
a. For SUC	No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services

4.3 Financial Results – attainment of the actual spending of the university's budget allotment for the FY 2021, Disbursement BUR and the FY 2021 Earmark Income Targets.

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

4.4 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
No submission/ Did not conduct CCSS	Average to low satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate without #8888/CCB complaints

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 2021, BPSU is composed of forty (40) delivery units.

TABLE 6: UNIVERSITY DELIVERY UNITS		
Office Category	No.	Delivery Units
Offices under the Support Services		Office of the President
	1	Office of the Secretary of the University and of the Board of Regents
	2	Operations Planning and Development
	3	Strategy Management Office
	4	Management Information System
	5	Quality Assurance Office
	6	Gender and Development Focal Point System
	7	NBC-461 Institutional Evaluation Unit
	8	Disaster Risk Reduction Management Office
	9	Security Services
	10	External Affairs Office
	11	Internal Auditing Control Unit (IACU)
	12	Sports and Physical Development
	13	Arts and Cultural Affairs
	14	National Service Training Program (NSTP)
(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 Nursing and Midwifery
	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		Office of the Vice President for Research and Development
	1	Research and Development services
	2	Extension and Training Services

(STO) Auxiliary Support Services under Academic Affairs (Support to Operations)		Auxiliary Support Services-Academic
	1	Library
	2	Office of the Registrar
	3	Student Affairs and Services
	4	Arts and Cultural Affairs
(GASS) Support Services under General Administration and Support Services	5	Sports and Physical Development
		Office of the Vice President for Administration and Finance
	1	Administrative Services
	2	Finance Management Service
	3	Physical Plant and Engineering Services
Delivery Units of the Chartered Campuses	4	Production and Business Enterprise
		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 2021 shall be equivalent to 65% of his/her monthly basic salary (MBS) as of December 31, 2021. He/she should not be included in the Form 1-report on Ranking of delivery units as stated in Section 6.0 of MC No. 2021-1

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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 7: ACTUAL LENGTH OF SERVICE RENDERED	
LENGTH OF SERVICES	% 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%

6.6 The following are valid reason for an employee who may not meet the 9-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly-hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholar/Study Leave;
- h. Sabbatical Leave

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 2021

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 2021 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 2020 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 2021 PBB.

- 8.4 Those who were not able to liquidate all cash advances received in FY 2021 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.
- 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 2021, 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, 2021. For illustration, see Table 8 below:

TABLE 8: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
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 units including the officials and staff most responsible for deficiencies or non-compliance with the Agency Accountabilities provided in Section 5.0 (MC No. 2021-1, Agency Accountabilities, page 7) will also be isolated from the grant of the FY 2021 PBB.

COMPLIANCE TO EXISTING GOVERNMENT MANDATED LAWS AND STANDARDS	
a. Updating of Transparency Seal	f. PhilGEPS posting of all invitations to bids and awarded contracts
b. Compliance with the Freedom of Information (FOI) Program	g. Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System
c. Updating of Citizen's or Service Charter	
d. Compliance to Audit Findings and Liquidation of Cash Advances	
e. Submission and Review of SALN	h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects

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

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 2021.

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.

11.2 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.

13. REPEALING CLAUSE AND EFFECTIVITY

Existing policy on the system of ranking of delivery units for the grant of FY 2021 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.


GREGORIO J. RODIS, Ph.D.
University President