

**PROCEDURE FOR RANKING OF BUREAUS AND EMPLOYEES  
FOR THE PERFORMANCE BASED BONUS FY 2015**

1. Identification of Bureaus/Delivery Units of the University. Four (4) bureaus/office/delivery units have been identified, to wit:
  - 1.1. Office of the President
  - 1.2. OVPAA
  - 1.3. OVPREAS
  - 1.4. OVPAF
  
2. Based on the formula provided by the IATF, the University will have one (1) BEST Bureaus, one (1) BETTER Bureau, and two (2) GOOD Bureaus as shown on the table below:

		BEST		BETTER		GOOD		TOTAL
		15%	4	30%	4	55%	4	
BEST	10%	0.6	0.06	1.2	0.12	2.2	0.22	0.4
BETTER	25%	0.6	0.15	1.2	0.3	2.2	0.55	1
GOOD	65%	0.6	0.39	1.2	0.78	2.2	1.43	2.6
			1		1		2	4

3. The following shall be the offices under each bureau:
  - 3.1. Office of the President
    - 3.1.1. Campus Directors
    - 3.1.2. Office of the Board Secretary
    - 3.1.3. OPD-MIS
    - 3.1.4. Presidential Staff
    - 3.1.5. GAD
  - 3.2. OVPAA
    - 3.2.1. Colleges
    - 3.2.2. Libraries
    - 3.2.3. Registrar's Office
    - 3.2.4. Quality Assurance
    - 3.2.5. Office of Student Affairs
      - 3.2.5.1. Guidance
      - 3.2.5.2. Placement
      - 3.2.5.3. Scholarship
      - 3.2.5.4. Clinic
  - 3.3. OVPREAS
    - 3.3.1. RDO (Main, Balanga, Orani, Dinalupihan, Abucay)
    - 3.3.2. OES (Main, Balanga, Orani, Dinalupihan, Abucay)
    - 3.3.3. Auxiliary (Main, Balanga, Orani, Dinalupihan, Abucay)
  - 3.4. OVPAF (GASS)
    - 3.4.1. Administrative Services
      - 3.4.1.1. HR Department
      - 3.4.1.2. Property and Procurement
      - 3.4.1.3. Security Services
      - 3.4.1.4. Motor pool (Drivers)
    - 3.4.2. Finance and Management Services
      - 3.4.2.1. Cashier
      - 3.4.2.2. Budget
      - 3.4.2.3. Accounting
    - 3.4.3. Physical Plant and Engineering Services
      - 3.4.3.1. Engineering Services
      - 3.4.3.2. Maintenance Services
      - 3.4.3.3. General Services

4. The following procedure in force ranking the bureaus/delivery units shall be used by the Performance Management Team (PMT):
  - 4.1. Employees shall be assigned to Bureau based on their plantilla items or designations.
  - 4.2. Personnel with faculty rank assigned with administrative/office workload shall be evaluated both in their academic and administrative duties. They shall be grouped to the bureau where the majority of their workload is.
  - 4.3. The Overall Performance of Bureau shall be the average Performance Evaluation Rating of all employees under a particular bureau.
  - 4.4. The performance of the Vice Presidents and Campus Directors shall be based on his/her Office Performance Commitment and Review (OPCR) Form.
  - 4.5. The performance rating of the employees shall be based on the Strategic Performance Management (SPMS) Individual Performance Commitment Review Form (IPCR) for the rating period July-December 2015 shall be used.
5. In force ranking the employees in a particular bureau, their individual performance rating (July-December 2015) shall be used.
6. The formula for determining the number of individual under the best, better and good groups shall be in accordance with Section 7.5 of the IATF Memorandum Circular 2015-01.
7. If a tie will exist between or among faculty members, performance of other mandates (research, extension and/or production) shall be considered in breaking the tie.
8. If a tie will exist between or among non-teaching personnel, other intervening factors (other/special assignments) shall be considered.
9. Appeals on the result may be addressed to the BPSU Performance Management Team within fifteen (15) days upon the official release of ranking.