



Philippine Normal University
The National Center for Teacher Education
Taft Avenue, Manila

Performance-Based Bonus (PBB) FY 2015
SYSTEM OF RATING AND RANKING OF DELIVERY UNITS AND EMPLOYEES

I. Background

The university's preparation to comply with all the requirements for the Performance-Based Bonus (PBB) FY 2015 commenced with the re-designation of Dr. Ronald Allan S. Mabunga, Director of the Center for Planning & Quality Assurance (CPQA) and Mrs. Florence B. Allejos, Budget Officer, as the PBB Focal Person and Alternate Focal Person, respectively. At the same time, the CPQA has been tasked to serve as the Performance Management Team (PMT) Secretariat that will facilitate the consolidation and reporting of all PBB 2015-related documentations.

The Performance Management Team (PMT) is composed of the following:

1. Dr. Rebecca C. Nueva España Chairperson & VP for Finance and Administration
2. Dr. Ma. Antoinette C. Montealegre VP for Academics
3. Dr. Wilma S. Reyes VP for Research, Planning & Quality Assurance
4. Dr. Felicia I. Yeban VP for University Relations & Advancement
5. Mr. Joseph G. Luceño Director, Financial Management Services
6. Ms. Jenny C. Malitao Director, Human Resource Management & Development Services
7. Ms. Gina D. Cruz Director, Administrative Services Office
8. Dr. Jose M. Ocampo Jr. President, PNU Faculty Union
9. Mr. Ronnie B. Pagal President, PNUAEA

The Performance Management Team (PMT) has been involved in all decision-making matters relevant to the Performance-Based Bonus (PBB) 2015. These decisions include:

- a. Dissemination of information about the university's overall targets (based on the General Appropriations Act or GAA 2015) for all the Performance Indicators (Major Final Outputs -MFO, Support to Operations - STO and General Administration & Support Services - GASS) in consultation with the Members of the Administrative Council;
- b. Determination of the various Delivery Units for the university
- c. Setting the targets for all the Delivery Units vis-à-vis the various Performance Indicators
- d. Determination of the criteria in rating the performance and ranking of the delivery units and employees.
- e. PBB incentive to be received by the members of the Administrative Council except for the university president - the amount of PBB incentive equivalent to the GOOD category of employees based on the ranking of Delivery Unit that they belong to.

Members of the Administrative Council

1. Dr. Ester B. Ogena President
2. Dr. Maria Antoinette C. Montealegre VP for Academics
3. Dr. Rebecca C. Nueva España VP for Finance and Administration
4. Dr. Felicia I. Yeban VP for University Relations & Advancement
5. Dr. Wilma S. Reyes VP for Research, Planning & Quality Assurance
6. Dr. Adelyne C. Abrea Provost, PNU Mindanao

7. Dr. Marites C. Geronimo	Provost, PNU Visayas
8. Dr. Elena A. Navas	Provost, PNU North Luzon
9. Dr. Edgardo S. Villaseñor	Provost, PNU South Luzon
10. Dr. Zenaida Q. Reyes	Dean, College of Graduate Studies & Teacher Education Research
11. Dr. Leticia V. Catris	Dean, College of Teacher Development
12. Dr. Rosemarievic V. Diaz	Dean, College of Flexible Learning and e- PNU
13. Dr. Evelyn C. Bagaporo	OIC-Dean, Office of Student Affairs and Student Services
14. Prof. Ruth A. Alido	Associate Dean, Faculty of Arts and Languages
15. Dr. Gladys C. Nivera	Associate Dean, Faculty of Science, Technology and Mathematics
16. Prof. Wensley M. Reyes	Associate Dean, Faculty of Behavioral & Social Sciences
17. Prof. Rita B. Ruscoe	Associate Dean, Faculty of Education Sciences
18. Dr. Adonis P. David	Associate Dean, Faculty of Graduate Teacher Education
19. Dr. Rabin R. Rabe	Director, Institute of Knowledge Management
20. Dr. Edna Luz R. Abulon	Director, Educational Policy Research & Development Center
21. Dr. Ronald Allan S. Mabunga	Director, Center for Planning & Quality Assurance
22. Dr. Teresita T. Rungduin	Director, Graduate Research Office
23. Dr. Marie Paz E. Morales	Director, Publication Office
24. Dr. Aurora B. Fulgencio	University Registrar
25. Prof. Lordinio A. Vergara	Director, Institute of Physical Education, Health Recreation, Dance & Sports
26. Dr. Salve A. Favila	Director, Institute of Teaching & Learning
28. Dr. Glenda O. De Lara	Director, Auxiliary Services Office
29. Prof. Minerva A. Brillante	Director, University Events Management & Public Relations Office
30. Prof. Victor R. Fumar	Director, Campus Development Office
31. Prof. Janir T. Datukan	Director, Promotions and Business Development Office
32. Prof. Maria Elvira A. Asuan	Director, Linkages & International Office
33. Prof. Marivilla Lydia B. Aggarao	Director, Alumni Relations & Services Office
34. Prof. Maria Lourdes S. Agustin	Director, Community Partnership & Extension Office
35. Dr. Marilyn U. Balagtas	Director, Research Center for Teacher Quality
36. Prof. John P. Natividad	Director, Facilities Management & Sustainability Services
37. Mr. Joseph G. Luceño	Director, Financial Management Services
38. Mrs. Gina D. Cruz	Director, Administrative Services
39. Mrs. Jenny C. Malitao	Director, Human Resource Management & Development Services
40. Prof. Shirley N. Cerbo	Director, Admissions Office

As agreed upon by the Performance Management Team (PMT) in its meeting on October 13, 2015, the Delivery Units of PNU for PBB 2015 are the following:

1	College of Graduate Studies and Teacher Education Research (CGSTER)
2	IKM/ITL/IPEHRDS (Institute of Knowledge and Management/Institute of Teaching and Learning/Institute of Physical Education, Health, Recreation , Dance and Sports)
3	Faculty of Behavioral and Social Sciences (FBeSS)
4	Faculty of Science, Technology & Mathematics (FSTM)
5	Faculty of Arts & Languages (FAL)
6	Faculty of Education Sciences (FES)
7	PNU North Luzon
8	PNU South Luzon
9	PNU Visayas
10	PNU Mindanao
11	Office of Admissions/Registrar/Office of Student Affairs and Student Services/Auxiliary
12	Human Resource Development and Management Services
13	Financial Management Services/Center for Planning and Quality Assurance
14	Administrative Services
15	Facilities Management and Sustainability Services
16	Vice President Offices/College of Teacher Development/Executive Offices

II. The Process Used in Rating the Performance and Ranking of Delivery Units and Individual employees

A. Defining the number of PNU Faculty and Staff

The Performance Management Team (PMT) thru the Secretariat defined the data needed to apply the PBB Matrix as can be gleaned from Table 1 below:

Faculty	Staff	Casual	TOTAL
328	156	15	499

Table 1: PNU Population

The whole population of the university is 499. Out of the 499 population only 493 are qualified for PBB 2015 as 6 of the faculty members are on study leave. Hence Table 2 below will shows the breakdown of faculty and staff who are qualified for PBB 2015:

Faculty	Staff	Casual	TOTAL
322	156	15	493

Table 2: PNU Faculty and Staff Qualified for PBB 2015

B. Defining the number of qualified employees in each of the Delivery Units

Table 3 below shows the delivery units and their corresponding number of employees (faculty, staff and casuals):

#	Delivery Units	# of Faculty	# of Staff	# of Casual	TOTAL
1	CGSTER (College of Graduate Studies and Teacher Education Research)	25	3		28
2	IKM/ITL/IPEHRDS (Institute of Knowledge and Management/Institute of Teaching and Learning/Institute of Physical Education, Health, Recreation , Dance and Sports)	42	16		58
3	Faculty of Behavioral and Social Sciences	33	1		34
4	Faculty of Science, Technology & Mathematics	36	2		38
5	Faculty of Arts & Languages	27	1		28
6	Faculty of Education Sciences	28	1		29
7	PNU North Luzon	34	9	2	45
8	PNU South Luzon	9	1	4	14
9	PNU Visayas	40	10	2	52
10	PNU Mindanao	43	11	3	59
11	Office of Admissions/Registrar/Office of Student Affairs and Student Services/Auxiliary		22	2	24
12	Human Resource Development and Management Services		5	1	6
13	Financial Management Services/Center for Planning & Quality Assurance	1	13		14
14	Administrative Services		28		28
15	Facilities Management and Sustainability Services		16		16
16	Vice President Offices/College of Teacher Development/Executive Offices	5	17	1	23

Table 3: Number of Employees per Delivery Unit

C. Determining the Delivery Units that are Qualified for PBB 2015 with the Corresponding Rating and Ranking

The determination of delivery units that will be qualified for PBB 2015 shall be based on the basic criteria of attaining at least 90% accomplishment rate for ALL performance Indicators of the various Major Final Outputs (MFO), Support to Operation (STO) and General Administration Support to Services (GASS) – those that are applicable to the delivery unit. In addition, ranking shall be based on the accomplishment of the various delivery units based vis-à-vis their respective Office Performance Commitment Review (OPCR) for 2015. This shall be determine before the end of the year 2015 as the delivery units submit their accomplishment reports.

Below shows the Matrix for Ranking the Delivery Units:

	Delivery Unit	Total Count of Accomplishment on the Indicators (OPCR-based)	Total Percentage of Accomplishment	Average Accomplishment	Rank
		(A)	(B)	C =((A)/(B))	(D)
1	CGSTER				
2	IKM/ITL/IPEHRDS/Cflex				
3	CTD-Faculty of Behavioral and Social Sciences				
4	CTD-Faculty of Science, Technology & Mathematics				
5	CTD-Faculty of Arts & Languages				
6	CTD-Faculty of Education Sciences				
7	PNU North Luzon				
8	PNU South Luzon				
9	PNU Visayas				
10	PNU Mindanao				
		Accomplishment Rate based on OPCR Evaluation			
11	Office of Admissions/Registrar/OSA SS/ Auxilliary				
12	HRMDS				
13	FMS/CPQA				
14	Administrative Services				
15	FMSS				
16	VP Offices/CTD/Executive Offices*				

*Administrative Functions Only

D. Number of Delivery Units with the Corresponding PBB Ranks and the Number of Employees

This shall be determined once accomplishment reports have been submitted, consolidated and rated. The breakdown of ranking shall be as follows:

BEST UNITS (10% or 2 Delivery Units): 1 Academic Unit and 1 Administrative Unit

BETTER UNITS (25% or 4 Delivery Units): 3 Academic Units and 1 Administrative Unit

GOOD UNITS (65% or 10 Delivery Units): 6 Academic Units and 4 Administrative Units

E. Rating and Ranking the Faculty and Staff

In the rating and ranking of faculty and staff, a Rating Scheme was developed and adopted by the PMT in its meeting on October 13, 2015.

**Rating Scheme for the Faculty based on their Individual Performance
Commitment Review (IPCR)**

CRITERIA	Instructor	Assistant Professor	Associate Professor	Professor
Faculty Evaluation - Students - Peers - Superior	50%	40%	30%	20%
Research, Publication and Production - Research completed - Research completed on time - Research published - Research presented in conferences - Instructional materials developed, approved and utilized	20%	30%	40%	50%
Extension, Linkages & Institutional Involvement - Extension services - Academic linkages - Institutional involvement - Strategic Development Directions (SDP) Contributions	30%	30%	30%	30%

Rating Scheme for the Administrative Staff based on their Individual

Performance Commitment Review (IPCR)

Criteria	%
IPCR Evaluation Results	50%
Peer and Client/Subordinate Evaluation	15%
Training and/or Studies	15%
Institutional Involvement	10%
Strategic Development Directions (SDP) Contributions	10%

III. Others

A. Good Governance Conditions

The Center for Planning and Quality Assurance (CPQA) facilitated the consolidation and submission of all required documentation relevant to the university's compliance with all Good Governance Conditions (GGC) for PBB 2015.

B. Feedback Mechanism

The CPQA, as the Secretariat in charge of the PBB has conducted orientation activities for all the Delivery Units of the university on matters about PBB 2015. Prior to the release of PBB 2015 grant to the qualified individuals, feedback will be secured from all delivery units. This feedback shall be consolidated by the CPQA and shall be presented to the Performance Management Team (PMT) to address any concerns.

Feedback can also be sent to cpqa@pnu.edu.ph .