



SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS FY 2019

I. INTRODUCTION

Pursuant to Administrative Order No. 25, series 2011 as affirmed by Executive Order No. 80, otherwise known as the Performance-Based Bonus (PBB), which aims to reward, by way of granting additional cash incentive (bonus) to individuals in line with their performance. The granting of said cash incentive (bonus) follows a specific guidelines and procedures. The guidelines involve the proportionate distribution of performances to delivering units (DUs), such as *as best, better and good performing bureaus*.

This System of Ranking is based on the criteria stipulated in the CSC-approved Strategic Performance Management System (SPMS) Manual, the PBB IATF Memorandum Circular No. 2019-1 dated September 3, 2019. Whereas, delivery units are identified, determined and clustered in accordance with IATF Memorandum Circular No. 2019-1- Section 7.0 Sub-section 7.2(a), KSU organizational structure, DUs' functional charts, and similarities of tasks and responsibilities.

In Kalinga State University (KSU), the DUs are composed of the Office of the President including the Offices of the Deputy Heads and immediate support staff, various Services, Campuses, and Colleges. Last FY 2018 PBB grant, the Kalinga State University registered Eighteen (18) DUs. As an offshoot of conversion into Kalinga State University, we re-identified and trimmed down into thirty-five (35) DUs for this FY 2019 PBB cycle. This entitles KSU three (3) DUs in consonance to the ten percent (10%) to be forced rank as best performing DUs. Two (2) of these best performing DUs are divided equally between the teaching unit (faculty) and the support unit (administration) because they have different nature of works to perform. While designated offices and services shall contest upon the remaining one (1) best performing DU.

Moreover, for the FY 2019 PBB cycle, the student services was replaced by four (4) services such as Health Services, Guidance and Scholarship Services, Registrar Services, and Library Services making the total number of Delivering Units into twenty one (21).

Below are the groupings:

	No.	Delivery Units
A. COLLEGES under the Teaching Delivery Units	1.	College of Criminal Justice Education
	2.	College of Agriculture
	3.	College of Forestry
	4.	College of Business, Entrepreneurship and Accountancy
	5.	College of Engineering and Information Technology
	6.	College of Law
	7.	College of Liberal Arts
	8.	College of Education
	9.	College of Agroforestry and Environmental Science (Rizal Campus)
	10.	College of Health and Natural Sciences
	11.	College of Public Administration and Indigenous Governance
B. SERVICES under the Research and Extension	1.	Vice President for Research Development, Extension and Training
	2.	Director Research and Development
	3.	Director Extension and Training
C. SERVICES under the Support to Operations	1.	Vice President for Academic Affairs and Student Development (VPASD)
	2.	Director Open University, International Linkages
	3.	Director for Library Services
	4.	Director for Laboratory Services
	5.	Center for Training and Professional Education
	6.	Director for Student Services and Placement Services
	7.	Director for Sports and Socio-Cultural Affairs
	8.	University Registrar



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D. OFFICES under the Support Delivering Units occupied by Non-Teaching Personnel	1.	Office of the President
	2.	Vice President for Administration and Finance
	3.	University Board Secretary
	4.	Director, General Services Office
	5.	Director, Financial Management Services
	6.	Director, Business Affairs and Production
	7.	Director, Administration
	8.	ICT Center
	9.	Sentro ng Wika at Kultura
	10.	Director, Planning and Strategy
	11.	Director, Quality Assurance
	12.	Legal Officer
	13.	Gender and Development
Total No.	35	

II. DESCRIPTION OF THE CRITERIA AND PROCESS USED IN RATING THE PERFORMANCE AND RANKING OF THE DELIVERY UNITS AND EMPLOYEES

Office Performance Assessment:

- The University President assesses and evaluates the performance of departments/offices.
- The key officials initially assess the office's performance using the Office Performance Commitment and Review (OPCR) as rating instrument, for semi-annual period –January to June and July to December.
- As the implementing arm of the University's Strategic Performance Management System (SPMS), the Performance Management Team (PMT) to be assisted by the Human Resource Management Office, the Kalinga State University Employees Association President, and the PBB Committee, shall validate, consolidate and rank the accomplishments reported by offices as necessary.
- Various rating scales are used for specific set of measures, as follows:
 - ✓ **Core Functions** - these are functions that implement and deliver the mandates of the State University as identified in the University Code and Strategic Plan.
 - ✓ **Strategic Functions** - Special programs/projects supported by the national government and other institutions.
 - ✓ **Support Functions** - these are functions that provide necessary resources to enable the State University to effectively perform its mandate.

Performance Assessment and Evaluation for Individual Employees:

- Each employee and faculty member submits his/her targets at the beginning of each semester (rating period) in the prescribed Individual Performance Commitment Review (IPCR) form. There are two (2) rating periods per year: from January to June and from July to December.
- The immediate supervisor assesses individual employee performance based on the commitments or targets made at the beginning of the rating period. Each supervisor indicates qualitative comments, observations and recommendations in the IPCR to include behavior and critical incidents that are considered for other human resource development purposes such as promotion and other interventions. Said assessment is discussed with the concerned individual prior to the submission of the IPCR to the department head.
- The department head makes the final assessment of performance level of the individual employees in his/her office. The final assessment corresponds to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory and Poor. The department head has adopted appropriate mechanism to assist him/her distinguish performance level of individuals such as, but not limited to, peer ranking and client satisfaction.
- The average of all individual performance assessments shall not go higher than the collective performance assessment of the office.
- The department head shall ensure that the performance assessments of the employees are submitted to the HRMO within the prescribed time.



6. The PMT shall serve as the appeals body and final arbiter on performance concerns. An employee who does not agree with the performance assessment received may file an appeal with the PMT through the HRMO within ten (10) days from receipt of the final approved IPCR from the department head. The PMT shall decide on the appeals within one month from receipt of such formal appeal.

Levels of Performance:

Each employee is rated based on the levels of performance set below (Based on the SPMS).

Numerical Description	Adjectival Rating	Numerical Rating
Performance exceeding targets by 30% and above of the planned targets	<i>Outstanding (O)</i>	130 and above
Performance exceeding targets by 15% to 29% of the planned targets	<i>Very Satisfactory (VS)</i>	115-129
Performance exceeding 9% to 14% of the planned targets	<i>Satisfactory (S)</i>	90-114
Performance of 5% to 8% below the planned targets	<i>Unsatisfactory (US)</i>	51-89
Performance of 4% and below and failing to meet any of the planned target	<i>Poor (P)</i>	1-50

III. SYSTEM OF RANKING DELIVERING UNITS FOR THE TEACHING FORCE (FACULTY)

The System of Ranking DUs for the Teaching Force (Faculty) is based on the criteria or parameters defined in the Major Final Outputs (MFOs) which are on (a) Instruction, (b) Research, and (c) Extension and which are specified in their respective OPCR based on the assigned quota or targets. The OPCR targets are the consolidation of the IPCR of Faculty in the respective Colleges.

The parameters identified in Instruction, Research and Extension with their corresponding points distribution is shown in Table 1, Table 2 and Table 3, respectively. The target in instruction on the total number of graduates is based on the colleges' accomplishment on the previous year while the targets on Research and Extension is based on the number of Professors, Associate Professors, Assistant Professors and Instructors in the college.

Table 1. Parameters and points distribution for MFOs in Instruction

a) Instruction (40 points)

Parameter	Bracket or Range	Points
Total number of graduates		12.0 pts
	<100	3.0 pts
	101-200	6.0 pts
	201-300	9.0 pts
	301-400	12.0 pts

Percentage of accredited programs		10.0 pts
Level 1	1	2.0 pts
	2	4.0 pts
Level 2	1	3.0 pts
	2	6.0 pts
Level 3	1	4.0 pts
	2	8.0 pts
Level 4	1	5.0 pts
	2	10.0 pts
COD/COE	1	6pts

Percentage of graduates employed within 2 years after graduation.		6pts
10%-20%		2 pts
21%-30%		4 pts
31% and above		6 pts
Percentage change in number of Student enrolled in CHED and RDC identified Priority Programs/ courses		6pts
<15%		3 pts
>15%		6 pts

Notes: Instruction carries a total of 40 points because it is generally the main work of Faculty members.



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Table 2: Parameters and Points Distribution for MFO in Research

The entry or qualifying number of Researches completed is at least the minimum in the target stipulated in the Respective OPCR (table 4, 5 and 6). Failure to meet the target or quotanumber of Researches conducted, the Delivery unit is automatically in the Good Category or isolated if recommended by higher offices.

b) Research (40 points)

Number of Researches completed based on the target in the OPCR.		13.0 pts
International level researches	1	3.0 pts
	2	6.0 pts
	3 and above	9.0 pts
National level researches	1	1.0 pt
	2	2.0 pts
	3 and above	3.0 pts
Institutional level researches	1	0.5 pt
	2	1.0 pt
	3 and above	1.5 pts

Number of Researches Presented in recognized Legitimate Fora.		9.0 pts
International	1	1.5 pts
	2	3.0 pts
	3 and above	4.5 pts
National	1	1.0 pt
	2	2.0 pts
	3 and above	3.0 pts
Institutional	1	0.5 pt
	2	1.0 pt
	3 and above	1.5 pts

Number of researches published in reputable refereed publication recognized by CHED		10 pts
Local 0.5 each maximum of 1 pt.		1pt
Regional 1.0 each maximum of 2 pts.		2 pts
National 1.5 each maximum of 3 pts.		3 pts
International 2 pts. each maximum of 4 pts.		4 pts
Number of Research outputs or Technologies Commercialized/ Patented/ Copyrighted which are disseminated and adopted by the industry or other beneficiaries		4.00 pts
1 patent/copyright/ um		2.0 pts
2 patents/copyright/ um's		4.0 pts

Percentage of researches conducted and completed on schedule		4.0
76%-80%		1pt
81%-85%		2 pts
86%-90%		3 pts
91% and above		4 pts

Research carries 40 points because it is the trademark of a University like that of Kalinga State University.

NOTES:

- Classification of recognized legitimate fora and publications shall be based according to the organizing agency/company/organizations, participants, lecturers and venue.
- A research work can be repeatedly counted, i.e. an externally-funded research was presented in an organized International Forum, consequently published in an international publication and consequently patented. In this case, the research can earn points for having been presented in an international forum, another points in the publication, and for having been patented.
- Domestic publication must be recognized by legitimate government agencies like the CHED, DOST, DOH, DOE, DOLE, DTI, DSWD, etc. Publication can be in research journal or technical papers as a result or proceedings in conventions of professional organizations like PSAE, PSME, PICPA, PICE, etc.
- Domestic fora organized shall be CHED-endorsed and other legitimate national government agencies.



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- e) A Research presented in different organized Fora shall be counted once and shall carry only the highest point. Example: A research presented in the AIHR, then at the ASCU-SN, then in UNESCO-organized Forum, shall carry the maximum points of 1.5 points only (international).
- f) Patented work shall have passed through the Research and Development (R&D) of KSU.
 - * All claims of points shall be supported with appropriate and legitimate documents.
 - * Research work involving two or more colleges, the points shall be divided proportionately.
- g) Researches to be counted or considered shall have passed through the R and D of KSU.

Table 3. Parameters and Points Distribution for MFO in Extension

The entry or qualifying number of Extension conducted is at least the target stipulated in the Respective OPCR (tables 4, 5 and 6). Failure to meet the target number of Extension conducted, the Delivery unit is automatically in the Good Category or isolated if recommended by higher offices.

c) Extension (20 points)

Number of training days	3.0 pts
Less than or equal to 4 days	1.0 pt
5-8 days	2.0 pts
9 And above	3.0 pts
Number of training, extension activities conducted/Technical Advisories undertaken	3.0 pts
1-2	1.0 pt
3-4	2.0 pts
5 and above	3.0 pts

Number of persons trained weighted by length of training	3.0 pts
≤ 150	1.0 pt
151-300	2.0 pts
301 and above	3.0 pts
Percentage of Request for Training responded to within 3 days of request.	3.0 pts
Below 100%	1.5 pts
100%	3.0 pts

Percentage of trainees who rated the training courses as good or better	3.0 pts
71-80%	1 pt
81-90%	2 pts
91-100%	3 pts

Number of poor beneficiaries of Technology Transfer/Extension Programs and activities leading to livelihood improvement.	3 pts
Less than 50	1.5 pts
More than 50	3.0 pts

Number of partnerships with LGU's, Industry, Small and Medium enterprise, and local entrepreneurs and other National Agency developing, implementing or using new Technologies relevant o Agro-industrial development.	2.0 pts
1-2	1 pt
3-4	2 pts

NOTE: All claims of performances shall be supported with appropriate documents before they are considered.

IV. TARGET OF ACADEMIC UNITS SET IN THEIR OPCR ARE SHOWN IN THE FOLLOWING TABLES 4, 5 AND 6

Table 4. Quota or Target of Colleges in Instruction (FY 2019)

MFO 1. INSTRUCTION	KSU Target	CCJE	CA	CBEA	CEIT	LAW	CLA	CoEd	Rizal	CF	CHNS	CPAIG	Total
1. Percentage of first-time licensure exam-takers that pass the licensure exams	55%												



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2. Percentage of graduates (2 years prior) that are employed	41%												
3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	85%												
4. Percentage of undergraduate programs with accreditation	88%												
5. Percentage of programs accredited level I		0%	40%	16.7%	20%	N/A	0%	0%	0%	0%	0%	0%	
6. Percentage of programs accredited level II		50%	20%	50%	40%	N/A	25%	0%	50%	0%	0%	50%	
7. Percentage of programs accredited level III		0%	20%	0%	20%	N/A	50%	100%	0%	100%	0%	50%	
8. Total number of graduates	777												

NOTES:

- Bachelor of Laws degree is recognized by the LEB.
- The number of graduates of each of the abovementioned delivering units in 2018 is automatically their respective minimum targets for the year 2019.

Table 5. Quota or Target of Delivery Units in Research (FY 2019)

MFO2. RESEARCH	KSU Target	CoEd	CA	CF	CEIT	CCJE	CLA	CBEA	CLaw	Rizal	CNHS	CPAIG	Total
1. Number of research outputs in the last three years utilized by the industry or by other beneficiaries	10	1	4	1	1	0	1	1		1	0	0	
2. Number of research outputs completed within the year	74	19	12	4	9	2	7	13		4	2	2	
3. Percentage of researches conducted and completed on schedule	100%	25.6%	9.46%	5.41%	12.1%	2.70%	9.46%	17.5%		5.41%	2.70%	2.70%	
4. Percentage of research outputs presented in local, regional, national and international fora	32.43%	6	4	1	3	1	2	4		1	1	1	
5. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	32.43%												

Table 6. Quota or Target of Delivery Units in Extension (FY 2019)

A. GAA Target:

MFO3. EXTENSION	KSU Target	CCJE	CA	CBEA	CEIT	LAW	CLA	CoEd	Rizal	CF	CNHS	CPAIG	Total
1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities	10												
2. Number of trainees weighted by the length of training	2700												
3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	38												
4. Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	85%												



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B. Details as submitted by Extension Services:

MFO 4. EXTENSION SERVICES	KSU Target	CoEd	CA	CF	CEIT	CCJE	CLA	CBEA	CLaw	Rizal	CNHS	CPAIG	LHS	Remarks
1. Number of training days	143	14	22	5	28	8	14	19		7	8	5	13	
2. Number of technical advisories undertaken														
3. Number of people trained weighted by length of training	4052	390	613	149	799	223	409	539		186	223	149	372	
4. Percentage request for training responded to within 3 days after request														Not specific target. Actual accomplishments is reported
5. Percentage of trainees who rated training courses as good or better	96%	96%	96%	96%	96%	96%	96%	96%		96%	96%	96%	96%	
6. Number of poor beneficiaries of Technology transfer/Extension programs and activities leading to livelihood improvement	49	5	7	2	10	3	5	7		2	3	2	4	
7. Number of Partnership with LGU's, Industrial, Small and Medium Enterprise and local entrepreneurs and other National Agency in developing, implementing or using new Technologies relevant to Agro-industrial development	31	3	5	1	6	2	3	4		1	2	1	3	

Note: The College of Education and Laboratory High School have separate targets since they have separate budget.

V. SYSTEM OF RANKING THE SUPPORT DELIVERING UNITS

The System of Ranking the Support Delivery Units manned by Non-teaching personnel is based on the MFO's on Support to Operation (STO) and the General Administration and Support Services (GASS) as defined in the PBB guidelines and policies.

The Performance of the Support Delivery Units are purely based on their respective OPCR's.

The Performances of the Support Delivering Units manned by Faculty members are based on both the MFO3 (Research) and their respective OPCR's. The MFO in research is included considering that the faculty members occupying the designations have faculty ranks of Associate Professors and Professors, in which they are required by NBC 461 guidelines to conduct research.



VI. DISTRIBUTION OF THE PERFORMANCE AS TO BEST, BETTER AND GOOD FOR THE TEACHING DELIVERY UNITS AND THE SUPPORT UNITS

- a) Best Performing Units (10% of 35 Delivery Units = 3.6≈4.0).
- 1 for the Teaching Delivery Units.
 - 1 for the Support to Operations.
 - 1 for Research and Extension.
 - 1 for General Administration and Support Services (GASS)
- b) Better Performing Units (25% of 35 = 8.75≈9 units).
- 3 for the Teaching Delivery Units.
 - 3 for General Administration and Support Services (GASS)
 - 2 for the Support to Operations.
 - 1 for Research and Extension.
- c) Good Performing Units (65% of 35 = 22.75≈23 units).
- 7 for the Teaching Delivering Units.
 - 5 for the Support to Operations.
 - 1 for Research and Extension.
 - 10 for General Administration and Support Services (GASS)

The Delivering Units are forced ranked among themselves.

VII. ELIGIBILITY REQUIREMENTS FOR THE GRANT OF PBB

1. The IPCR of the individual employees shall be evaluated. The detailed criteria and target of individuals identified by the units shall be considered/ "factored-in" in the IPCRs as agreed upon by the heads of offices and delivery units. Any applicable instrument shall be prepared to objectively assess the individuals' compliance in the submission of required documents and support to the University policies and activities, and which shall form part of the IPCRs. Noncompliance to the IPCR submitted by each employee may isolate the employee from the grant of PBB even if the delivery unit where he/she belongs complies with its OPCR targets.

The submission of identified required documents shall be monitored by the office where said reports are submitted. The attendance to University Programs shall be monitored by the Administration Office and the wearing of IDs and uniform shall be monitored by the respective Heads of Offices.

Non-submission or unjustifiable delay in the submission of the OPCR/IPCR shall disqualify the Unit and the staff or faculty for awards and incentives.

2. A personnel of an eligible delivery unit must meet the following conditions to be eligible for the grant of PBB:
- a. must be holding a regular plantilla position or temporary position with plantilla item
 - b. he/she may be contractual or casual but must have an employer-employee relationship
 - c. his/her salaries are charged to the lump sum appropriation under PS
 - d. must have satisfactory rating based on the CSC-approved SPMS
 - e. must satisfy his/her targets in his IPCR and contribute to the OPCR of the unit.
3. For a personnel on detail to another government agency for six (6) months or more who is included in the ranking of the recipient agency that rated his/her performance, the payment of PBB shall come from the mother agency.
4. Personnel who transferred from one government agency to another agency shall be rated and ranked 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.



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5. 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 PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in succeeding Section 7 below.
6. An official or employee who has rendered a minimum of nine (9) months of service during FY 2019 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
7. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least 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 indicated in the table below:

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%

The following are the valid reasons 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 and/or Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

8. The following are not entitled to the grant of PBB:

- a. An employee who is on vacation or sick leave, with or without pay, for the entire year.
- b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019. If the penalty meted out is only a reprimand, such penalty shall not cause disqualification.
- c. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015.
- d. Individual employee/s directly responsible for the isolation of a delivery unit due to controllable factors.
- e. Officials and employees who failed to liquidate all Cash Advances received in FY 2019 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.
- f. Delivery units/Officials and employees who failed to submit their complete SPMS Forms (OPCR and IPCR, respectively), without valid cause.
- g. Any employee or unit that is responsible in the misrepresentation of submitted reports required for the PBB, and commission of fraud in the payment of the PBB.
- h. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.



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ADDITIONAL ELIGIBILITY OF INDIVIDUALS (BASED ON IATF ADMIN. ORDER NO. 25.S. 2011 AND MC # 2019-1)

1. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Reports and Annual Audit Reports (AARs), shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
2. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) including the Procurement Management Office shall not be entitled to the FY 2019 PBB if the Department/Agency fails to submit the following:
 - a. FY 2019 Annual Procurement Plan (CSE and non-CSE) to DBM including the FY 2020 indicative APP as prescribed by relevant circulars.
 - b. Results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with required attachments.
3. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2019 PBB.
4. Officials and employees responsible for QMS certification/recertification shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with the said requirement.
5. The Head of Agency, the web administrators or their equivalent including the officials and employees responsible for non-compliance with the submission, posting or updating of the various documents under the Transparency Seal website of KSU shall not be entitled to the FY 2019 PBB. Please refer to Annex 2-Guideline on Transparency Seal of IATF Memo No. 2019-1, and Section 106 of RA 11260 (GAA 2019) for the list of required documents to be uploaded.
6. Officials and employees including the committee or offices responsible for non-submission of Certificate of Compliance (CoC), the submission of reports, and maintenance or updating of Citizen's or Service Charter in consonance with RA No. 11032, shall not be entitled to PBB FY 2019.
7. Officials and employees or those who are responsible for non-compliance with the establishment and conduct of the SALN Review and Compliance Committee resulting to failure of reviewing and complying with SALN requirements, i.e. submission on time, completeness and proper form.

Likewise, those Officials and employees or responsible units who cause the delay or non-submission of SALN to repository agencies (Malacanang Records for President's SALN; Ombudsman for SALN of Officials and Employees), including non-compliance with the requirement of SALN validating agency, shall be disqualified for the grant of PBB.

Further, employees, officials and responsible KSU SALN Review and Compliance Committee who failed to disseminate or cascade the University's Agency Review and Compliance Procedure of SALN including its non-uploading in the TS webpage, shall not be entitled to the FY 2019 PBB.

8. Officials and employees or responsible units who failed to submit on schedule or update the documents to comply with the Freedom of Information (FOI) Program, pursuant to Executive Order No. 2, s. 2016, shall not be ineligible to PBB grant. Please refer to IATF Memo No. 2019-1, Sub-section 5.5(b), and PCOO website at www.foi.gov.ph for information and guidance.
9. Officials and employees responsible for posting and dissemination of the Department/Agency System of Ranking Performance of Delivery Units shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply.
10. The list of PBB eligible delivery units across the Campuses is ranked in accordance with the following performance categories:

Ranking	Performance Category
Top 10%	Best Delivery
Top 25%	Better Delivery Unit
Top 65%	Good delivery



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11. PBB rates of individuals shall depend on the performance ranking of the delivery unit where they belong and shall be calculated based on the individual's monthly salary as of December 31, 2019 as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%
Or P5,000 if PBB % of monthly basic salary is lower than P5,000	

12. The eligibility of SUC Presidents is based on CHED Memo Order No. 4 s. 2015. Their FY 2019 PBB shall also depend on the eligibility performance of the respective SUC based on the monthly basic salary as of December 31, 2019:

Performance Category of Head of Agency			
Eligibility Requirements	Best	Better	Good
	*SUC has met all good governance conditions		
	SUC has achieved at least 90% of each of its physical targets in all MFOs, STO and GASS indicators	SUC has deficiency/ies in some of its physical targets but these were due to uncontrollable reasons	SUC has deficiency in one physical target due to controllable reasons
Salary Percentage	65%	57.5%	50%

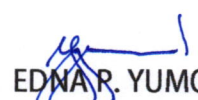
13. The offices responsible for performance management shall set up a Help Desk to respond to queries and comments on the targets and accomplishments of their departments/sections/employees. The ICT Center is tasked to establish a Help Desk facility at the KSU website.
14. The Grievance Committee may assist the PMT in setting up a Complaints Mechanism to respond to PBB related issues and concerns formally raised by officials and employees.
15. This Guidelines/Mechanics in Ranking Delivery Units and Individuals shall be the basis in the PBB Form 1.0 for the Grant of Performance-Based Bonus (PBB) FY 2019 cycle. This was patterned from the approved PBB FY 2015 Ranking System with BOT Resolution No. 1219, Series of 2015, and with the incorporation of AO25 Memorandum Circular 2019-1 and enhancement on the number of Performance Indicators on the three MFO's.

Prepared by:

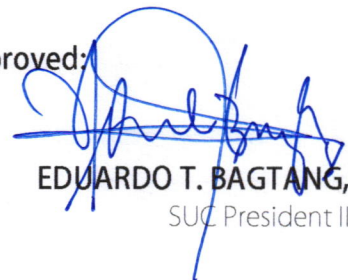

LOPE T. BUEN, PhD
 Director, Planning and Strategy


MR. JAY C. LAPUZ
 HRMO Designate/ Records Officer

Recommending Approval:


EDNA R. YUMOL, PhD
 Vice President, Administration and Finance/
 SPMS-PMT Chairman

Approved:


EDUARDO T. BAGTANG, CPA, DBM
 SUC President III