



**OFFICE OF THE PRESIDENT**

**TO :** ALL REGULAR PERSONNEL  
 TEACHING AND NON-TEACHING

**SUBJECT :** **REVISED SYSTEM OF RANKING OF DELIVERY UNITS**

**DATE :** September 22, 2017

1. The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems issued a Memorandum Circular Number 2017-1 dated March 9, 2017 prescribing the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016.
2. Item 5.1 a.7 of said Circular states that departments/agencies should maintain/update the Agency Transparency Seal pursuant to Section 93 of the General Provisions of the FY 2017 GAA, to enhance transparency and enforce accountability. Under this item, a System of Ranking Delivery Units, should be posted and disseminated.
3. The Agency may cluster the delivery units based on similarities of functions and responsibilities, provided that the overall ranking distribution for Best and Better delivery units shall not exceed 10% and 25% respectively, of the total number of delivery units in the department/agency.
4. Memo. Circular No. 2017-1 dated March 9, 2017 states that agencies and their corresponding offices/delivery units that meet the criteria and conditions are eligible to the FY 2016 PBB and shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

Delivery units shall be clustered according to similarities of task and responsibilities. The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2017, as follows, but not lower than P5,000.00:

Performance Category	PBB as of % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

5. The adopted Strategic Performance Management System (SPMS) of the University shall be the basis for the more specific computation of points.
6. Every individual faculty and staff is expected to commit to higher performance and greater accountability based on his/her functions, duties and responsibilities towards the attainment of the mission, goals and objectives of the University.
7. For your information and guidance.

**FELICIANO P. JACOBA, Ed.D.**  
 University President