

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2019
PERFORMANCE-BASED BONUS (PBB)**

Agency: NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY

The NEUST Constituent Units and Offices shall observe the guidelines on the Ranking of Delivery Units for PBB 2019. A PBB ranking committee shall be constituted for this purpose.

Guidelines in Ranking Delivery Units

1. NEUST and its Delivery Units must satisfy 100% of the **Good Governance Conditions (GGCs)** for FY 2019 set based on performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for (1) heightened transparency; (2) stronger public accountability; and (3) more inclusive and people-centered public services as provided for in Section 4.1 of IATF MC 2019-1.
 - a. Maintain/Update the agency Transparency Seal (TS) pursuant to Sec. 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA).
 - b. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (Non-CSE) items.
 - c. Maintain/Update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.
 - d. Non-compliance with any of the GGCs will render the entire university **ineligible** for the PBB. The assessment of agency compliance with GGC requirements will commence on October 1, 2019.

2. The University's Delivery Units must achieve each one of its Organizational Outcomes (OO) /Performance Indicators (PIs) under the 2019 General Appropriations Act, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS). The OOs and PIs will be identified under the following programs:
 - Higher Education Program
 - Advanced Education Program
 - Research Program
 - Technical Advisory Extension Program
3. The actual accomplishments for relevant Performance Indicators (PIs) under each Program will be gathered and tabulated for all the Delivery Units which submitted their targets for appropriate evaluation and ranking by the committee.
4. The delivery units that meet the criteria and conditions in Section 4.0 of the Circular are eligible to the FY 2019 PBB. The eligible delivery units shall undergo forced ranking according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units.

5. In identifying and determining delivery units, the NEUST must be guided by the Master List of Prescribed Delivery Units.

Agency	Delivery Units
Universities	▪ Offices of the President*
	▪ Services
	▪ Campuses (with Charter)
	▪ Colleges (with CHED accreditation)

- *Including the Office(s) of the Deputy Head(s) and immediate staff.*
6. Based on the basic guidelines, the Delivery Units and NEUST Executive Offices (Office of the President and Office of the Vice Presidents), may provide more specific criteria appropriate for the ranking of their delivery units, recognizing the riches and unique circumstances of the colleges, campuses, services and offices, provided that the resulting ranking distribution shall be in accordance with Section 7.1 of the Circular.
7. Only the personnel belonging to eligible delivery units are qualified for the PBB.
8. The resulting ranking of Good, Better and Best Delivery Units shall be indicated in *Form 1 - Report on Ranking of Delivery Unit*.
9. The Eligibility of Individuals shall comply with Section 6.0 of IATF Memorandum Circular 2019-1.

10. The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly salary as of December 31, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

11. Officials and employees who rendered a minimum of nine (9) months of service during the fiscal year shall be eligible for the grant of PBB, while 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, as follows:

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 reasons for an employee who may not meet the nine-month actual service that may be considered for PBB on a pro-rata basis:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave;
- Sabbatical Leave

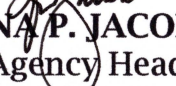
12. Employees who are not eligible for PBB 2019 are the following:

- a) Those who are 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.
- c) Those who failed to submit the 2018 Statement of Assets and Liabilities (SALN) or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
- d) Those who failed to liquidate all cash advances received in FY 2019 within the reglementary period.
- e) Those who failed to submit their complete SPMS Forms.

13. Officials and employees who are responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the NEUST's system of ranking performance of delivery units, shall not also be entitled to the FY 2019 PBB if ever the NEUST fails to comply with any of these requirements.



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