

**University of the Philippines  
Diliman, Quezon City**

**GUIDELINES IN RANKING OF DELIVERY UNITS FOR THE GRANT OF  
PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2018 <sup>1</sup>**

The Constituent Universities/Units (CUs) and the UP System offices shall observe the guidelines for both *Part A* on the ranking of delivery units (DUs) and *Part B* on the inclusion of administrators, faculty, Research, Extension and Professional Staff (REPS) and administrative staff for PBB 2018. A CU PBB ranking committee shall be constituted for this purpose.

**Part A. Guidelines in ranking of delivery units**

1. The CU's PBB ranking committee shall implement the guidelines for the ranking of delivery units.
2. The actual accomplishments for relevant Performance Indicators (PIs) under each Major Final Output will be gathered and tabulated for all the DUs which submitted their targets for PBB 2018 under each CU and the UP System. Data on the performance of the delivery units of the CUs shall be turned over to the CU PBB ranking committee for appropriate evaluation and ranking.
3. The delivery units that meet the criteria and conditions in *Section 4.0* of the IATF Guidelines are eligible for PBB 2018. The eligible units shall undergo forced ranking by the PBB ranking committee of the CUs and the UP System according to the following categories:

| <b>Ranking</b> | <b>Performance Category</b> |
|----------------|-----------------------------|
| Top 10%        | Best Delivery Units         |
| Next 25%       | Better Delivery Units       |
| Next 65%       | Good Delivery Units         |

4. The CU's list of delivery units to be included in the ranking, with headcounts of the faculty, REPS and administrative staff shall be submitted on or before 16 October 2018 for review, endorsement by the OVPA/OVPPF, and approval by the UP President.

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<sup>1</sup>In compliance with *IATF Memorandum Circular No. 2018-1* issued on 28 May 2018 "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016".



## **Part B. Guidelines on the inclusion of administrators, faculty, REPS and administrative staff**

The IATF MC 2018-1 requires the use of the CSC–approved Strategic Performance Management System (SPMS) instruments in rating the performance of first and second level officials and employees (*Section 4.3*). Eligible faculty and staff should render at least a minimum of nine (9) months of service during FY 2018 and with at least “satisfactory” rating based on the CSC-approved SPMS (*Section 7.3*). Furthermore, employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB (*Section 7.13*).

### **The conveniences of the online HRIS SPMS are available for the posting of targets and ratings based on the IPCRs.<sup>2</sup>**

1. The inclusion of the administrative staff and the Research, Extension and Professional Staff (REPS) shall be based on the average of the performance rating (PR) scores for the two rating periods from **01 January to 30 June 2018**; and from **01 July to 18 December 2018**. Ratings shall be based on the Individual Performance Commitment Review (IPCR) of the online UP Strategic Performance Management System (SPMS) for administrative staff and the Performance Evaluation System for REPS.
2. Only employees with at least a “Satisfactory” performance rating for 2018 shall be eligible for PBB 2018.
3. Faculty shall be included based on existing performance measures of their respective CUs.
4. The President shall be given a PBB rate equivalent to 65% of his monthly basic salary. He shall not be included in the Form 1 – Report of Ranking of Delivery Units [Annex 7 of the IATF Guidelines] (*Section 7.1*).
5. The Vice Presidents, Secretary of the University, Deans, Directors, other administrators (both faculty and REPS) and heads of units may be included based on their OPCR ratings, and listed on top of their respective offices / units. They may choose to be included in their home college or unit.
6. The Chancellors shall be included on top of the best DU of their respective CUs.
7. The inclusion of lawyers from the CU Legal Offices and Office of the Vice President for Legal Affairs (OVPLA) shall be based on the recommendation of the CU’s Chief Legal Counsel and the Vice President for Legal Affairs, respectively.

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<sup>2</sup>The online self-service modules for the UP SPMS is accessible through the HRIS: please click [hris.up.edu.ph](http://hris.up.edu.ph) with your user name and password, which are available with the CU HRDOs. Online tutorials and manuals: <http://itdc.up.edu.ph/uis/staff>



8. University Library staff shall be included in the PBB list of their respective colleges/ units of assignments.
9. Employees with only one performance rating on record (i.e. due to early separation, new hire, etc.) and similar borderline cases shall be included in the list, provided there is at least satisfactory performance.
10. Employees with approved transfers from a delivery unit to another unit within the University shall be included with the employees in the units where the required performance ratings for FY 2018 are available. If both performance ratings are available from the former delivery unit and recipient unit, the employee shall be included in the PBB 2018 of the current recipient unit, if eligible.
11. The Staff and Faculty Regents shall be included in the PBB 2018 payrolls of their respective college, office or unit, if eligible.

**The eligibility of individual employees shall comply with Section 7.0 of IATF Circular 2018-1.**

12. Employees who are **not eligible** for PBB 2018 are the following:
  - a) Those with an unsatisfactory performance rating in any of the two (2) rating periods in FY 2018;
  - b) Those with no performance rating in at least one rating period in FY 2018 except those cited in No. 10;
  - c) Newly hired employees and those who retired, resigned, on vacation or sick leave with or without pay, rehabilitation leave, maternity or paternity leave, scholarship/study leave with or without pay and sabbatical leave with less than three (3) months of service in the University for FY 2018;
  - d) Employees on vacation or sick leave, with or without pay, for the entire FY 2018;
  - e) Found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2018; provided that those whose penalty involves only a reprimand shall not be disqualified from PBB 2018;
  - f) Those who failed to submit their 2017 SALN; and
  - g) Those who were not able to liquidate their cash advances within the reglementary period<sup>3</sup>.
13. The Chancellors, Vice Presidents and Secretary of the University shall exercise discretion to cluster together offices and units with less than 10 employees, for inclusion in the PBB 2018 payroll template. The CU and UP System PBB ranking committees shall determine their eligibility prior to the submission of the PBB 2018 payroll.

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<sup>3</sup> as prescribed in the COA Circular 97-002 dated 10 February 1997 and reiterated in the COA Circular No. 2009-002 dated 18 May 2009



14. Faculty and staff on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the University of the Philippines (Section 7.4). Payrolls for the faculty and staff on detail shall be submitted separately, based on the ranking of their delivery units.
15. Faculty and staff on secondment to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency. Payment of PBB shall be borne by the recipient agency.
16. Officials and employees 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 2018 on a pro-rata basis corresponding to the actual length of service rendered 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%      |

17. The PBB of part-time employees shall be computed based on the proportion of the time in delivering services as contributions to the MFOs.<sup>4</sup>
18. Based on these basic guidelines, the CUs/ Units and UP System Executive Offices (Office of the President, Office of the Vice Presidents, Office of the Secretary of the University) may provide more specific criteria appropriate for the ranking of their delivery units, recognizing the niches and unique circumstances of the colleges, units and offices.
19. The PBB rates of individual employees shall depend on the ranking of the delivery unit, and based on the individual's monthly basic salary as of 31 December 2018 (Section 9.1):

|                            | PBB as % of monthly basic salary |
|----------------------------|----------------------------------|
| Best delivery unit (10%)   | 65.0%                            |
| Better delivery unit (25%) | 57.5%                            |
| Good delivery unit (65%)   | 50.0%                            |

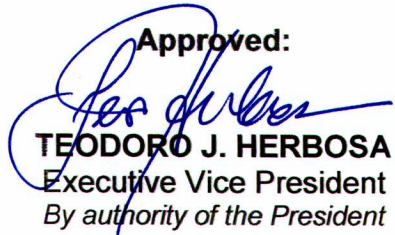
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<sup>4</sup> "Part-time employees" refer to faculty, administrative staff and REPS with appointments to regular plantilla items, but render less than the required normal hours or work load.

**The IATF MC 2018-1 Section 10.1 requires the submission of Form 1.0 (PBB 2018) payroll in spreadsheet (Excel) format with names and amounts on or before 01 September 2019.**

In this regard, the HRDO in coordination with the CU PBB ranking committee shall prepare the PBB 2018 payrolls in the required format (IATF Form 1.0). The CU payrolls shall be submitted to the OVPA / OVPPF for review on or before **15 July 2019**, prior to consolidation and signature by the President and submission to the IATF on or before **01 September 2019**.

Approved:



**TEODORO J. HERBOSA**  
Executive Vice President  
*By authority of the President*

