



Republic of the Philippines  
**UNIVERSITY OF NORTHERN PHILIPPINES**  
Vigan City

**GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS  
FOR THE GRANT OF THE 2015 PERFORMANCE BASED BONUS (PBB)**

1. The grant of the 2015 Performance Based Bonus shall be in accordance to Memorandum Circular No. 2015-1 issued by AO 25 Inter-Agency Task Force.
2. The delivery units will be evaluated using the UNP-SPMS as reflected in the Office Performance Commitment Review (OPCR) form.
3. *The delivery units must have achieved an overall satisfactory rating in the OPCR.*
4. The delivery unit must have satisfied 100% of the Good Governance Conditions:
  - a. Delivery units with cash advance/s must have fully settled their cash advances within the prescribed period;
  - b. All employees under a delivery unit must have complied with the submission of SALN per RA 6713.
5. Only delivery units that submit an approved OPCR will be eligible to receive PBB for the rating period.
6. There shall be five delivery units namely:
  - a. Offices under the Office of the President;
  - b. Offices under the Vice President for Research & Extension;
  - c. Offices under the Vice President for Student & External Affairs;
  - d. Offices under the Vice President for Finance & Administration;
  - e. Offices under the Vice President for Academic Affairs
7. The Best, Better and Good delivery units from each group shall be determined according to the following categories:

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



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FOR THE GRANT OF THE 2015 PERFORMANCE BASED BONUS (PBB)**

1. The grant of the 2015 Performance Based Bonus shall be in accordance to Memorandum Circular No. 2015-1 issued by AO 25 Inter-Agency Task Force.
2. All officials and employees holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM approved contractual staffing pattern of the agencies concerned, are covered by this guideline.
3. The eligibility of SUC Presidents will be based on CHED Memo Order No. 4 s. 2015.
4. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
5. Personnel 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 mother agency.
6. 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.
7. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with item 4 hereof may be eligible to the full grant of the PBB.
8. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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 nine-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 Leave and/or Paternity Leave;
  - f. Vacation or Sick Leave with or without pay;
  - g. Scholarship/Study Leave;
  - h. Sabbatical Leave
9. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
10. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.
11. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2015 PBB.
12. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.
13. The Human Resource Management Office shall determine names of employees qualified for the PBB based on the herein criteria and conditions set by the Performance Management Team (PMT) on or before January 7 of the succeeding year. Heads of delivery units shall submit the names of employees qualified for PBB to the Human Resource Management Office.
14. Employees found guilty of administrative and/or criminal cases filed against them and meted penalty in the evaluation period shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
15. Performance-Based Incentive System (PBIS) related issues, concerns and complaints raised by employees shall be submitted in writing to the Grievance Committee created solely for this purpose shall review and make recommendations within 15 working days upon receipt of the said issue/concern/complaint. Recommendations to the Grievance Committee shall be forwarded to the PMT for their action within 15 working days. The decision of the PMT shall be final and executory.
16. The employees who are on fulltime study leave for a fraction of the year under evaluation shall not be rated /adjudged BEST even if the rating is BEST. The employee shall only be rated as better or good for PBB.

17. Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set shall be forced ranked based on the ratings obtained in the Individual Performance Commitment Review (IPCR) subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

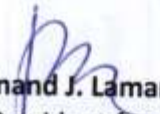
For the good bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

18. The average of all individual performance assessments per Individual Performance Commitment Review (IPCR) shall in no case higher than the collective performance assessment per OPCR of their delivery unit.

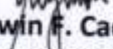
Approved:

**PERFORMANCE MANAGEMENT TEAM**

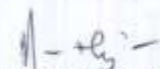
  
**Ferdinand J. Lamarca**  
Vice President for Academic Affairs


  
**Albert B. Tejero**  
Vice President for Finance & Administration


  
**Mario P. Obrero**  
Vice President for Student & External Affairs

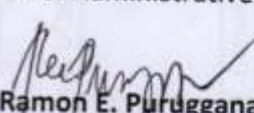
  
**Erwin F. Cadorna**  
Vice President for Research & Extension

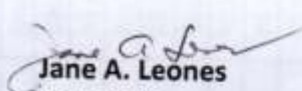
  
**Rino C. Reyes**  
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