



OFFICE OF THE PRESIDENT

September 17, 2018

**SPECIAL ORDER # 25, s. 2018**

**TO** : All Officials, Faculty, and Support Personnel  
**FROM** : The University President  
**SUBJECT** : System of Ranking of Delivery Units and Individuals

In pursuance to the goal of motivating and rewarding effective and result-oriented public service and in compliance with the conditions of Good Governance set forth by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting systems (Administrative Order No.25, Office of the President of the Philippines, Series of 2011) and Memorandum Circular 2016-2 dated October 16, 2016, the following is the system of ranking of delivery units and individuals in connection with the Performance-Based Bonus for Fiscal Year 2018.

1. Qualified Delivery Units of Bulacan State University shall be ranked as follows:  
(Section 8.1 of MC 2016-1)

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

2. The Delivery Units shall be forced ranked on the basis of their general performance established under the Office Performance Commitment Review (OPCR) and shall be appraised on the basis of the following weight system:

Criteria	Points	Criteria	Points
Teaching		Non-Teaching	
Instruction	50%	Core Function	50%
Research	20%	Strategic Function	30%
Extension	20%	Support and Other Functions	20%
Other Support Functions	10%	Total	100%
Total	100%		

The personnel and delivery units other than the colleges will be evaluated on the basis of the Office/Department Performance and Review and the Individual Performance Commitment and Review set forth on the Strategic Performance on Management System of the University. Their performance will be evaluated on the parameters of Quality/Efficiency, Quantity and Timeliness.

3. The eligibility of individual shall be governed by the following (Section 7 of MC No.2016-1)
  - 3.1 The eligibility of the BulSU President shall be based on the requirements set in the CHED Memorandum Order No-4, s. 2015. The FY 2016 eligibility shall also depend on the eligibility and performance of the Bulacan State University and based on the monthly basic salary as of December 31, 2018;
  - 3.2. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on our CSC-approved SPMS.

- 3.3. Faculty or 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 parent agency.
- 3.4. Faculty or Personnel who transferred from one government agency to another 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.
- 3.5. Faculty or Personnel who has rendered a minimum of nine (9) months of service during FY 2018 and with a performance rating of at least "Satisfactory" may be eligible to the full grant of the PBB.
- 3.6. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" performance rating shall be eligible for the grant of PBB 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%

The following are the valid reasons for a faculty or personnel 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; and
- h. Sabbatical Leave;

- 3.7. A faculty or personnel on vacation leave or sick leave for the entire year, with or without pay, is not eligible to the grant of the PBB.
- 3.8. A faculty or personnel found guilty of administrative and/or criminal cases in FY 2018 by formal executory judgement 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.
- 3.9. Officials, faculty, and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No.3 (s.2015), shall not be entitled to the FY 2018 PBB.
- 3.10. Officials, faculty and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2018 as required by the COA shall not be entitled to the FY 2018 PBB.
- 3.11. Officials, faculty and employees who failed to submit their SPMS Forms shall not be entitled to the FY 2018 PBB.

Please be guided accordingly.

  
**CECILIA N. GASCON, Ph.D.**  
 University President