

2017 Delivery Unit Ranking

CEBU TECHNOLOGICAL UNIVERSITY

BY PMT AND PMT TWG
CTU | R. PALMA

2017 Delivery Unit Ranking

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CEBU, PHILIPPINES

Cebu Technological University Implementing Guidelines on the Ranking of Delivery Units and Personnel as basis for 2017 Performance – Based Bonus (PBB)

I. Background and Legal Bases

Pursuant to **EO No. 80** directing the adoption of a performance – based incentive system for government employees, IATF MC no. 2017-1 and CHED Memo Order No. 29 Series 2013 entitled “Supplemental Implementing Guidelines on Cascading Performance Targets of SUCs, and subsequent relevant government orders, Cebu Technological University hereby adopts the following guidelines in the Forced ranking of its bureaus/delivery units and the personnel which shall become the basis of the implementation of the performance incentive scheme otherwise known as Performance – Based Bonus (PBB).

II. Purpose

This system aims to provide the implementing guidelines on the Forced Ranking of the Delivery Unit and Personnel of Cebu Technological University on:

- A. Determining the eligibility of delivery unit (Campuses and Personnel) to the PBB

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- B. Ranking the delivery units of the University based on the performance for the grant of the PBB and;
- C. Distributing the PBB to qualified delivery units and personnel

III. Coverage

1. A total of Nine (9) Delivery units in CTU refer to the 9 campuses, namely: (1)Argao Campus, (2)Barili Campus, (3) Carmen Campus, (4) Daanbantayan Campus, (5) Danao Campus, (6) Moalboal Campus, (7) San Francisco Campus, (8) Tuburan Campus and the (9) Main Campus.
2. There should be four (4) performance indicators for MFO 1 (Higher Education Services); three (3) performance indicators for MFO 2 (Advanced Education Services), four (4) for MFO 3 (Research Services) and seven (7) for MFO 4 (Extension Services) and two (2) for Support to Operations (STO) and three (3) for General Administration and Support to Services (GASS).
3. The basis for ranking of delivery unit shall be the relative contribution of each delivery unit in the determination of the University Accomplishment Rate.
4. All those who have not submitted their OPCR and/or IPCR shall not be qualified for PBB.
5. Eligibility for ranking of all teaching and non-teaching personnel who have served at least 3 months but less than 9 months shall follow the

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Performance Based Bonus (PBB) 2017 Guidelines under IATF MC No. 2017-1.

6. Teaching and non-teaching personnel with average ratings below satisfactory shall not be entitled to enjoy the PBB.

IV. Ranking of Delivery Units

- A. All the nine (9) delivery units of the university shall be ranked using the indicators along the Major Final Outputs (MFO), STO and GASS that are submitted to CHED and Department of Budget and Management (DBM).

The following are the specific performance indicators per category:

MFO 1 : Higher Education Services (Four performance indicators)

Quantity

- 1) Total number of graduates in mandated courses

Quality

- 2) Average passing % of licensure exams by the SUC Graduates/
national average % passing across all disciplines covered by the SUC
- 3) % of Programs accredited at levels 1, 2, 3, and 4, including
candidate status (PSV)

Timeliness

- 4) % of graduates who finished academic program according to the
prescribed timeframe

Financial

Higher Education Services

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MFO 2: Advanced Education Services (Three performance indicators)

Quantity

- 1) Total number of graduates

Quality

- 2) % of graduates engaged in employment within 6 months of graduation

Timeliness

- 3) % of Students who rate timeliness of education delivery/ supervision as good or better

Financial

Advanced Education Services

MFO 3: Research Services (Four performance indicators)

Quantity

- 1) No. research studies completed

Quality

- 2) % of research projects completed in the last 3 years
- 3) % of research outputs published in a recognized journal or submitted for patenting or patented

Timeliness

- 4) % of research projects completed within the original project timeframe

Financial

Research Services

MFO 4: Technical Advisory Extension Services (Seven performance indicators)

Quantity

- 1) No. of persons trained weighted by the length of training

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- 2) No. of persons provided with technical advice

Quality

- 3) % of trainees who rate the training course as good or better
- 4) % of clients who rate the advisory services as good or better

Timeliness

- 5) % of request for training responded to within 3 days of request
- 6) % of request for technical advice that are responded to within 3 days
- 7) % of students who rate timeliness of education delivery/ supervision

Financial

Technical advisory Extension Services

STO (Two indicators)

- A. QMS Certification or ISO – aligned QMS Documentation
- B. 2nd STO Indicator – Percentage of Implementation of the Strategic Performance Management System as evidenced by the ratings of the following and the timely submission of the OPCR/IPCRs:
 - a. January 2017 – June 2017 rating based on the OPCR of the campus director
 - b. July 2017 – December 2017 rating based on the OPCR of the campus director
 - c. Average IPCRs of all personnel under the delivery unit/campus for the rating period of January 2017 – June 2017

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- d. Average IPCRs of all personnel under the delivery unit/campus
for the rating period of January 2017 – June 2017

GASS

2017 Budget (Three indicators)

A. Budget Utilization Rate

a.1 Obligations BUR

a.2 Disbursement BUR

B. Quarterly Submission of Budget and Financial Accountability Reports

b.1 – 1st Quarter BFAR

b.2 – 2nd Quarter BFAR

b.3 – 3rd Quarter BFAR

b.4 – 4th Quarter BFAR

C. Full compliance with at least 30% of the prior years COA audit
recommendations.

B. All the data for MFOs shall be generated and certified to by the Vice-
President for Production, Extension and Business Affairs (VP-PEBA),
Vice-President for Research and Development (VP-RD), Vice-President

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for Administration and Planning (VP-AP), and Vice-President for Academic Affairs (VP-AA).

C. The ranking of delivery units shall be based on the relative contribution of each campus for the aforesaid indicators of CTU performance as reflected in Form A1.

1. The campus or delivery unit with the highest percentage rate of accomplishment average shall be declared the “Best Bureau”; the campuses or delivery units that will occupy the second, third and fourth highest percentage of accomplishment shall be declared “Better Bureaus”; and the campuses/colleges or delivery units that will occupy the fifth to Ninth spots shall be declared “Good Bureaus”. In summary:

Award Category	Number of Campuses/Colleges
Best Bureau (10% of 9) = 0.9	One (1) only
Better Bureau (25% of 9) = 2.25	Two (2) only
Good Bureau (65% of 9) = 5.85	Six (6) only

Note that rate of accomplishment shall be computed as follows:

$$\% \text{ accomplishment} = (\text{accomplishment} / \text{target}) \times 100\%$$

D. All ties that would result to an excess in the number of campuses under any category (BEST,BETTER or GOOD) shall be resolved by the President of the University.

E. Ranking shall be certified by the CTU PMT.

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Subsequent specific government agency order affecting this guideline will automatically overrule and be integrated in this guideline.

Prepared by: CTU PMT

Role	Name
Chairperson	DR. LEDESMA R. LAYON
Members	MR. JERLITO A. LETRONDO
	DR. SEVERINO R. ROMANO
	DR. CELBERT M. HIMANG
	ATTY. MARVEY ARNOCO-OCAMPO
	DR. NORMITA A. MEJALA
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	DR. JANA GLORIA F. ALMERINO
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	MS. MARIA GIRLIENA G. CORSO
	JONASH O. DURANO (PMT Secretariat)