

Revised 2018 Guidelines on the System of Ranking for Delivery Units

CEBU TECHNOLOGICAL UNIVERSITY

Prepared by:

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CEBU TECHNOLOGICAL UNIVERSITY

CEBU, PHILIPPINES

**Cebu Technological University (CTU) Implementing Guidelines on the
Ranking of Delivery Units and Personnel as Basis for
2018 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. 2018-1 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, dated May 28, 2018—and subsequent relevant government orders, CTU hereby adopts the following guidelines in the Forced Ranking of its bureaus/delivery units, 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 Units of CTU, on:

- A. Determining the eligibility of delivery units (Campuses and Personnel) to the PBB
- B. Ranking the delivery units of the CTU based on the performance for the grant of the PBB and;
- C. Distributing the PBB to qualified delivery units and personnel.

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III. Coverage

1. A total of nine (9) delivery units in CTU refers to nine 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.
All extension campuses are to be integrated to their respective mother units.
2. There are four (4) Major Final Outputs (MFOs), namely, (1) Higher Education Services, (2) Advanced Education Services, (3) Research Services, and (4) Extension Services, including General Administration and Support Services (GASS) and Support to Operations (STO), with specific performance indicators.
3. The basis for ranking of delivery units shall be the relative contribution of each delivery unit in the determination of the CTU Accomplishment Rate.
4. All those who have submitted their OPCR and/or IPCR shall be qualified for PBB.
5. Eligibility for ranking of all teaching and non-teaching personnel who have served at least three (3) months but less than nine (9) months shall follow the Performance Based Bonus (PBB) 2018 Guidelines under IATF MC No. 2018-1.
6. Teaching and non-teaching personnel with average ratings of satisfactory and higher shall be entitled to enjoy the PBB.

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IV. Ranking of Delivery Units

A. All the nine (9) delivery units of the CTU shall be ranked using the indicators along the Major Final Outputs (MFO), GASS, and STO.

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

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

Award Category	Number of Campuses/Colleges Delivery Units
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:

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

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D. All ties that would result to an excess in the number of delivery units under any category (Best, Better, Good) shall be resolved by the President of the University.

E. Ranking shall be certified by the CTU PMT.

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

Prepared by: CTU PMT for the Revision of 2018 Delivery Unit Ranking

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Chairperson	DR. LEDESMA R. LAYON
Members	MR. JERLITO A. LETRONDO
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	MS. MARIA GIRLIENA G. CORSO
	MS. MIZZY M. MELENDEZ (PMT Secretariat)