

## GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016



### **Rating the Performance and Ranking of the Delivery Units:**



The Carlos Hilado Memorial State College has four campuses: Talisay (main), Binalbagan, Alijis and Fortune Towne. The Performance Management Team identified six (6) delivery bureaus/units namely: College of Education, College of Industrial Technology, School of Arts and Sciences, Institute of Information Technology, College of Business Management and Accounting, and College of Fisheries.

The performance of the delivery units is evaluated based on how well they have accomplished the agency's Major Final Outputs (MFOs). The MFOs are Higher Education Services, Research Services, and Extension Services. The result of their performance evaluation will determine whether the college/delivery unit will be ranked Best, Better or Good.

### **Rating the Performance of Individual Employee**

The institution is using the CSC approved Strategic Performance Management System (SPMS) in evaluating the performance of the faculty and staff. There will be no forced ranking in the performance of the faculty and staff for the PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong based on the individual's basic salary as of December 31, 2016. All employees under the best bureau/delivery unit/s will receive 65% of their salary, employees under better bureau/delivery unit/s will receive 57.5% of their salary and employees under good bureau/delivery unit/s will receive 50% as stated in Section 9 of Memorandum Circular No. 2016-1 dated May 12, 2016.

  
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September 1, 2016

  
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