

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

**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 and Ranking of the Employees:**

In CHMSC, considering that the employees are composed of the faculty and the General Administrative and Support Services (GASS) personnel, each group is rated based on an appropriate instrument.

For the faculty, the rating instrument used is the Board of Trustees (BOT) – approved Faculty Evaluation Form for Second Semester A.Y. 2014-2015 and Strategic Performance Management System (SPMS) which has been approved by the Civil Service Commission for the First Semester, AY 2015-2016. For the GASS personnel, the SPMS is used. The Office Heads under GASS are rated using the Office Performance and Commitment Review (OPCR) and the individual rank-and-file are rated using the Individual Performance Commitment Review (IPCR).

The faculty members are forced rank based on their average score (computed and rounded off up to four decimal places) obtained from two recent rating periods (2<sup>nd</sup> Sem of AY 2014-2015 and 1<sup>st</sup> Sem of AY 2015-2016). Likewise for the GASS personnel, it is also the average score (computed and rounded off up to four decimal places) obtained from two recent rating periods (January to June 2015 and July to December 2015).



**REBECCA C. GEGANTONI**  
Administrative Officer II  
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September 9, 2015



**RENATO M. SOROLLA, Ph. D.**  
SUC President II

September 9, 2015