



**Guidelines for Ranking the Delivery Units
For the Grant of Performance-Based Bonus (PBB) FY 2020**

I. Purpose

This guideline is formulated for the purpose of identifying and determining the different delivery units of the College which if eligible shall be forced ranked for the purpose of granting the FY 2020 Performance-Based Bonus (PBB) pursuant to Memorandum Circular No. 2020-1 dated June 2, 2020.

II. Scope

This guideline shall cover all the officials and employees of Carlos Hilado Memorial State College (CHMSC) including all satellite campuses, holding a regular positions, and contractual and casual personnel having an employee-employer relationship with CHMSC and whose compensation are charged to the lump sum appropriation under Personnel Services.

III. General Guidelines

1. For the purpose of determining the delivery units relative to the grant of the PBB 2020, the Performance Management Team of the College identified six (6) delivery units:
 - 1.1 College of Education
 - 1.2 College of Industrial Technology
 - 1.3 College of Arts and Sciences
 - 1.4 College of Engineering and Information Technology
 - 1.5 College of Business Management and Accountancy
 - 1.6 College of Fisheries
 - 1.7 General Administration and Support Services
2. Delivery Units that meet the criteria and conditions in Section 3.0 of MC 2020-1 are eligible to the FY 2020 PBB and shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

3. As provided for in Sec 8.0 of Inter-Agency Task Force MC 2020-1, the rate of PBB incentive for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65%
Better Delivery Unit	0.575%
Good Delivery Unit	0.50%

4. Delivery units will be evaluated and ranked based on the ratings on eligibility criteria set in Section 3.0 of MC 2020-1 as follows:

- 4.1 Good Governance Conditions. Satisfy 100% of the Good Governance Conditions as provided for in Section 4.0 of MC 2020-1.
- 4.2 Physical Targets. Achieve PREX-C Performance Indicator targets set by the Agency (Section 3.2)
- 4.3 Support to Operations Target. ISO 9001: 2015 QMS Certification issued by any certification bodies accredited by the International Accreditation Forum. (Section 5.5)
- 4.4 GASS targets. Achieve the common GASS target as enumerated in Section 5.6 of MC 2020-1
- 4.5 Other Cross-cutting Requirements. Satisfy 100% of STO Requirements in Section 5.7

IV. Eligibility of Individuals


Individual employee shall be eligible to PBB subject to compliance to the eligibility requirements stipulated in Section 6.0 of MC 2020-1. Employees belonging to the first and second levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).

Performance Rating of Employees and CES Positions. The CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the first and second level officials and employees. The rating of CES positions shall be based on the requirement to be issued by the Career Executive Board. (Section 3.3 MC 2020-1)

V. Repealing Clause and Effectivity

Existing policy on the system of ranking of delivery units for the grant of FY 2020 PBB inconsistent with this guidelines is hereby repealed.

This revised policy on the system of ranking of delivery units for the FY 2020 PBB shall take effect immediately and shall remain in effect until the issuance of a repealing order.


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October 1, 2020


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October 1, 2020