



Republic of the Philippines
Mountain Province State Polytechnic College
OFFICE OF THE COLLEGE PRESIDENT
Bontoc, Mountain Province
mpspc_op@yahoo.com

MPSPC Administrative Order No.01,s. 2015

TO: ALL COLLEGE OFFICIALS & EMPLOYEES

FROM: REXTON F. CHAKAS
College President

RE: SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUALS

Date: 30 OCTOBER 2015

Memorandum Circular No.2015 – 1 was issued on August 12, 2015 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems provides for the Guidelines on the grant of the Performance Based Bonus for Fiscal Year 2015 under Executive Order No. 80.

Further, the Memorandum Circular contains the criteria and conditions for the grant of Performance Based Bonus (PBB) in FY 2015. In pursuance thereof, the following shall be observed:

1. The College should achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, the targets for Support to Operations (STO) and General Administration and Support Services (GASS).

- 1.1. The College should satisfy 100% of the good governance conditions set by the AO 25 Inter Task Force (IATF) for FY 2015, and

- 1.2. The College shall use the CSC Approved College Strategic Performance Management System (SPMS) in rating and ranking delivery units and the first and second level employees in each delivery unit.

2. The eligibility of individual shall be governed by Section 6 of Memorandum Circular No. 2015-1 to wit;

- 2.1. The eligibility of SUC President will be based on CHED Memorandum Order No.4, s.2015.

- 2.2. Employees belonging to the First and Second Levels should receive a rating of at least “Satisfactory” based on the agency’s CSC approved SPMS.

- 2.3. Employees on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

- 2.4. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

- 2.5. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 and 6.5 of Memorandum Circular No. 2015-1, may be eligible to the full grant of the PBB.

- 2.6. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- 2.7. In case an employee did not meet the nine-month actual service requirement, they may be considered for PBB on a Pro-rata basis on the following valid reasons:

- a. Being newly hired employee;
- b. Retirement;
- c. Resignation;

- d. Rehabilitation Leave;
- e. Maternity Leave and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave.

- 2.8. However, the following employees shall not be considered for PBB on the following grounds:

1. An employee who is on vacation leave or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
2. Personnel found guilty of administrative and/or criminal case filed against them and meted penalty of FY2015 shall not be entitled to the PBB. If the penalty meted out only a reprimand, such penalty shall not cause the disqualification to the PBB.
3. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.
4. Officials and employees who failed to liquidate Cash Advance received in FY 2015 within reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

3. All qualified delivery units shall be ranked accordingly in the following manner:

- 3.1. Force Rank of Delivery Units (Section 7.2 of MC No. 2015-1)

Ranking	Performance Category
Top 15%	Best Delivery Unit
Next 30%	Better Delivery Unit
Next 55%	Good Delivery Unit

- 3.2. The Colleges shall be forced ranked based on their overall performance. Their overall performance shall be evaluated based on their Office Performance Commitment Review (OPCR) form and the SUC leveling criteria. The approved distribution of weights per criterion shall be as follows:

Criteria	Weight(%)
Core Functions	50%
Strategic Programs	30%
Support Functions	20%
Total	100%

- 3.3. Delivery units other than the colleges shall be forced ranked based on the result of their rating as evaluated on their Office Performance Commitment Review (OPCR) form.

- 3.4. Only personnel belonging to eligible delivery units are qualified for PBB, and shall be ranked as follows (Section 7.4 of MC No. 2015-1):

For the Best Delivery Unit

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the Better Delivery Unit

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

For the Good Delivery Unit

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

All employees shall equally be entitled to all awards and incentives; however all must comply with the requirements laid down by law. The PBB incentive shall be solely based on employees’ performance and the delivery units where employees belong thus fostering the “culture of teamwork” within the delivery units of MPSPC since the system meaningfully and objectively link employees’ performance with that of the College’s vision.

All is enjoined to work towards the attainment of the College’s vision to be a preferred university of developmental culture and inclusive growth.