



**PERFORMANCE-BASED BONUS 2017**  
**System of Ranking of Delivery Units and Individual Employees**

TUP follows the following policies/steps in the ranking of delivery units and individual employees on the basis of organizational and individual performance ratings:

1. The performance rating of each delivery unit and individual employees in the whole TUP System is based on the criteria stipulated in the CSC-approved TUP Strategic Performance Management System (SPMS) Manual.
2. The Performance Management Team (PMT) is the implementing arm of the University's SPMS assisted by the SPMS Secretariat and the Planning and Development Office. Each campus has local PMTs that coordinate with the University PMT in the validation, consolidation and ranking of organizational and individual performance ratings across the University.
3. The rating instruments used are the Office Performance Commitment Review (OPCR) for the delivery units and the Individual Performance Commitment Review (IPCR) for the individual employees.
4. The rating period is semi-annual – from January to June and July to December. The average ratings of both the delivery units and the employees under them are consolidated by each sector/campus and submitted to the respective local PMTs along with the OPCR and IPCRs for validation and consolidation.
5. The campus /sector OPCR and IPCRs along with the summary list of ratings are then submitted to the SPMS Secretariat for further validation and consolidation to determine the TUP System institutional rating.
6. In validating OPCR ratings, the average of the IPCRs in a delivery unit must not be higher than the OPCR rating of that delivery unit.
7. The University PMT and the Secretariat meet to decide on the PBB eligible delivery units that will be forced ranked. These delivery units are clustered in accordance with similarities of tasks and responsibilities.

8. The SPMS rating scale is as follows with the corresponding rate of accomplishment of targets:

| Numerical Rating | Rate of Accomplishment | Descriptive Rating |
|------------------|------------------------|--------------------|
| 5                | 130% and above         | Outstanding        |
| 4                | 115% - 129%            | Very Satisfactory  |
| 3                | 90% - 114%             | Satisfactory       |
| 2                | 51% - 89%              | Unsatisfactory     |
| 1                | 50% and below          | Poor               |

9. The eligible delivery units are those with numerical rating of at least 3.0 or 90% to 114% rate of accomplishment. This is equivalent to satisfactory descriptive rating.

10. In case of isolation of a delivery unit due to controllable factor, only the individual employee/s directly responsible for the reason of isolation shall not be entitled to PBB.

11. A personnel of an eligible delivery unit must meet the following conditions to be eligible for the grant of PBB:

- 11.1 must be holding a regular plantilla position or temporary position with plantilla item
- 11.2 he/she may be contractual or casual but must have an employer-employee relationship
- 12.3 his/her salaries are charged to the lump sum appropriation under PS
- 13.4 must have satisfactory rating based on the CSC-approved SPMS

12. For personnel on detail to another government agency for six (6) months or more who is included in the ranking of the recipient agency, the payment of PBB shall come from the mother agency.

13. Personnel who transferred from government to government shall be rated and ranked by the agency where he/she served the longest. If equal number of months was served, he/she will be included in the recipient agency

14. A personnel who has rendered a minimum of nine (9) months government service during FY 2016 will be eligible to the full PBB grant

15. A minimum of three (3) but less than nine (9) months shall be prorated corresponding to the length of service rendered as indicated in the table below:

| 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%      |

16. The valid reasons for not meeting the 9-month requirement are as follows:

- 16.1 Being a newly-hired employee
- 16.2 Retirement

- 16.3 Resignation
- 16.4 Rehabilitation Leave
- 16.5 Maternity and/or Paternity Leave
- 16.6 Vacation or Sick Leave with or without pay
- 16.7 Scholarship/ Study Leave
- 16.8 Sabbatical Leave

- 17. The following are not entitled to PBB:
  - 17.1 Employee on vacation or sick leave, with or without pay for entire year
  - 17.2 Personnel guilty of admin and/or criminal cases and was meted penalty in FY 2015. If the penalty is only reprimand, such penalty shall not cause disqualification.
  - 17.3 Officials and employees who failed to submit the 2014 SALN
  - 17.4 Officials and employees who failed to liquidate Cash Advances received in 2015 within the reglamentary period
  - 17.5 Individual employee/s directly responsible for the isolation of a delivery unit due to controllable factors

- 18. The list of PBB eligible delivery units across the campuses is ranked in accordance with the following performance categories:

| Ranking | Performance Category |
|---------|----------------------|
| Top 10% | Best Delivery        |
| Top 25% | Better Delivery Unit |
| Top 65% | Good delivery        |

- 19. PBB rates of individuals shall depend on the performance ranking of the delivery unit where they belong and shall be calculated based on the individual's monthly salary as of December 31, 2016 as follow:

| Performance Category  | PBB as % of Monthly Basic Salary |
|---|----------------------------------|
| Best  | 65%                              |
| Better  | 57.5%                            |
| Good  | 50%                              |
| Or P5,000 if PBB % of monthly basic salary is lower than P5,000 |                                  |

- 20. The eligibility of SUC Presidents is based on CHED Memo Order No. 4 s. 2015. Their FY 2016 PBB shall also depend on the eligibility performance of the respective SUC based on the monthly basic salary as of December 31, 2016:

| Performance Category of Head of Agency |   |   |   |
|--|---|---|---|
| Eligibility Requirements               | Best  | Better  | Good  |
|  | *SUC has met all good governance conditions   |   |   |
|  | SUC has achieved at least 90% of each of its physical targets in <b>all</b> MFOs, STO and GASS indicators | SUC has deficiency/ies in <b>some</b> of its physical targets but these were due to <b>uncontrollable</b> reasons | SUC has deficiency in <b>one</b> physical target due to <b>controllable</b> reasons |
| Salary Percentage                      | 65%   | 57.5%   | 50%   |

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