

**University of the Philippines  
Diliman, Quezon City**

**GUIDELINES IN THE RANKING OF DELIVERY UNITS FOR THE GRANT OF  
PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2020 <sup>1</sup>**

Delivery Units (DUs) of the Constituent Universities/Units (CUs), the Philippine General Hospital (PGH), and the UP System Offices (CU-equivalent) shall observe these guidelines. A CU/equivalent PBB ranking committee shall be constituted for this purpose.

**Part I. Guidelines in ranking DUs**

1. The **CU's** PBB ranking committee shall implement the guidelines for the ranking of delivery units.
2. The DUs' actual accomplishments for Performance Targets (PTs) will be gathered and tabulated. The computed DU Performance Rating shall be turned over to the CU PBB ranking committee for appropriate evaluation and ranking.
3. The DUs that meet the criteria and conditions, as indicated in *Section 3.0 of IATF MC No. 2020-1*, are eligible for PBB 2020. The eligible units shall undergo forced ranking according to the following categories:

Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

**Part II. Guidelines on the inclusion of administrators, faculty, REPS and administrative staff**

The IATF MC 2020-1 requires the use of the CSC–approved Strategic Performance Management System (SPMS) instruments in rating the performance of first and second level officials and employees (*Section 6.9*). Eligible faculty and staff for the full PBB grant should render at least a minimum of nine (9) months of service during FY 2020 and with at least “satisfactory” rating based on the CSC-approved SPMS (*Section 6.13*). Furthermore, employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB (*Section 6.19*).

1. The inclusion of the administrative staff and the Research, Extension and Professional Staff (REPS) shall be based on the average of the performance rating (PR) scores for the two rating periods from **01 January to 30 June 2020**; and from **01 July to 31 December 2020**. Ratings shall be based on the Individual Performance Commitment Review (IPCR) of the UP Strategic Performance

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<sup>1</sup>In compliance with *IATF Memorandum Circular No. 2020-1* issued on 02 June 2020 “Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2020 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016”.

Management System (SPMS) for administrative staff and the Performance Evaluation System for REPS.

2. Only employees with at least a “Satisfactory” performance rating for FY 2020 shall be eligible for PBB 2020.
3. Faculty shall be included based on existing performance measures of their respective CUs.
4. The President shall be given a PBB rate equivalent to 65% of his monthly basic salary as of 31 December 2020 (*Section 6.7*). He shall not be included in the Form 1 – Report of Ranking of Offices/Delivery Units [Annex 7 of the IATF MC 2020-01 Guidelines].
5. The Vice Presidents, Secretary of the University, Deans, Directors, other administrators (both faculty and REPS) and heads of units may be included based on their Office Performance Commitment Review (OPCR) ratings and listed on top of their respective offices/units. They may choose to be included in their home college or unit.
6. The Chancellors shall be included on top of the best DU of their respective CUs.
7. The inclusion of lawyers from the CU Legal Offices and Office of the Vice President for Legal Affairs (OVPLA) shall be based on the recommendation of the CU’s Chief Legal Counsel and the Vice President for Legal Affairs, respectively.
8. University Library staff shall be included in the PBB list of their respective colleges/ units of assignments.
9. Employees with only one performance rating on record (e.g. due to early separation, new hire, etc.) and similar borderline cases shall be included in the list, provided there is at least satisfactory performance.
10. Employees with approved transfers from a delivery unit to another unit within the University shall be included with the employees in the units where the required performance ratings for FY 2020 are available. If both performance ratings are available from the former delivery unit and recipient unit, the employee shall be included in the PBB 2020 of the current/recipient unit, if eligible.
11. The Staff and Faculty Regents shall be included in the PBB 2020 payrolls of their respective college, office or unit, if eligible.

**The eligibility of individual employees shall comply with Section 6.0 of IATF MC No. 2020-1.**

12. Employees who are **not eligible** for PBB 2020 are the following:
  - a) Those with an unsatisfactory performance rating in any of the two (2) rating periods in FY 2020;
  - b) Those with no performance rating in at least one rating period in FY 2020 except those cited in No. 9;
  - c) Newly hired employees and those who retired, resigned, on vacation or sick leave with or without pay, rehabilitation leave, maternity or paternity leave, scholarship/study leave with or without pay and sabbatical leave with less than three (3) months of service in the University for FY 2020;
  - d) Employees on vacation or sick leave, with or without pay, for the entire FY 2020;
  - e) Those found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2020; provided that those whose penalty involves only a reprimand shall not be disqualified from PBB 2020;
  - f) Those who failed to submit their 2019 SALN or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
  - g) Those who were not able to liquidate their cash advances within the reglementary period; and) Those responsible for the non-implementation of the prior year's audit recommendations, QMS certification or posting and dissemination of the University's system of ranking the performance of the delivery units.
13. The Chancellors, Vice Presidents and Secretary of the University shall exercise discretion to cluster together offices and units with less than 10 employees, for inclusion in the PBB 2020 payroll template. The CU and System PBB ranking committees shall determine their eligibility prior to the submission of the PBB 2020 payroll.
14. Faculty and staff 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 University of the Philippines. Payrolls for the faculty and staff on detail shall be submitted separately, based on the ranking of their delivery units (Section 6.10).

Faculty and staff on secondment to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency. Payment of PBB shall be borne by the recipient agency
15. Faculty and staff who transferred to another agency shall be rated and ranked by the agency where they served longer. If equal months were served in each agency, payment will come from the recipient agency (Section 6.11);
16. Faculty and staff who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; The faculty and staff shall be eligible to the grant of

PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in No. 19 (Section 6.12);

17. Faculty and staff who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Satisfactory rating may be eligible for the full grant of the PBB (Section 6.13).
18. Officials and employees who rendered less that nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of the PBB 2020 on a pro-rata basis 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%

19. The PBB of part-time employees shall be computed based on the proportion of the time in delivering services as contributions to the MFOs.<sup>2</sup>
20. Based on these basic guidelines, the CUs/ Units and UP System Offices (Office of the President, Office of the Vice Presidents, Office of the Secretary of the University) may provide more specific criteria appropriate for the ranking of their delivery units, recognizing the niches and unique circumstances of the colleges, units and offices.
21. The PBB rates of individual employees shall depend on the ranking of the delivery unit, and based on the individual's monthly basic salary as of 31 December 2020 (Section 8.0).

	PBB as % of monthly basic salary
Best delivery unit (10%)	65.0%
Better delivery unit (25%)	57.5%
Good delivery unit (65%)	50.0%

*The IATF MC 2020-1 Section 9.7* requires the submission of Form 1.0 (PBB 2020) payroll and PBB Evaluation Matrix in two (2) hard copies and e-copies (i.e. editable spreadsheet file and scanned signed Form 1.0 in PDF) format with names and amounts.

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<sup>2</sup> "Part-time employees" refer to faculty, administrative staff and REPS with appointments to regular plantilla items, but render less than the required normal hours or workload.

In this regard, the HRDO, in coordination with the CU/equivalent PBB ranking committee, shall prepare these requirements, to be submitted to the OVPA / OVPPF on or before **10 February 2021 (Wednesday)**. The Form 1.0 and PBB Evaluation Matrix shall be subject to consolidation and review prior to signature by the President and submission to the IATF on or before **26 February 2021 (Friday)**.

**Approved:**



**TEODORO J. HERBOSA**  
Executive Vice President  
*By authority of the President*