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Memorandum No. 088, s. 2018

TO : ALL VICE PRESIDENTS
DEANS AND DIRECTORS
HEADS / CHIEF OF OFFICES

FROM : 
ROLANDO F. MECHANOVA, RPAE, Ph.D.
President

SUBJECT : IMPLEMENTING GUIDELINES ON THE ELIGIBILITY
AND FORCE RANKING OF DELIVERY UNITS AS BASES
OF FY 2018 PERFORMANCE BASED BONUS (PBB)

DATE : SEPTEMBER 26, 2018

Background and Legal Basis

Pursuant to Executive Order No. 80 s. of 2012 directing the adoption of a performance - based incentive system for government employees, EO No. 201 s. 2016 on modifying the salary schedule for civilian government personnel and authorizing the grant of additional benefits for both civilian and military and uniformed personnel, and Memorandum Circular No. 2018 - 1 dated May 28, 2018 on the Guidelines on the grant of PBB for FY 2018, the Sultan Kudarat State University hereby adopts the following guidelines in the eligibility and force ranking of its clusters which shall be the basis of the implementation of the performance incentive scheme otherwise known as Performance Based Bonus (PBB).

System of Ranking

1. The University shall follow the clustering of delivery units (DUs) based on the similarities of task and responsibilities:
 - a. Cluster 1: Higher and Advanced Education Services (MFO1 and MFO 2);
 - b. Cluster 2: Research and Technical Advisory Extension Services (MFO3 and MFO4); and
 - c. Cluster 3: Support to Operations (STO) and General Administration and Support Services (GASS)

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2. The SKSU Systems of Ranking Team shall determine the delivery units per cluster based on the existing guidelines stated on Section 8 of MC No. 2018 - 1.
3. DUs shall be ranked according to respective accomplishment relevant to the SKSU Performance target for FY 2018. A good, better, and best DU/s shall be identified from each cluster.
4. DUs eligible to the PBB shall be forced ranked according to clusters and the following categories:

Performance Category	% of Monthly Basic Salary
BEST (Top 10%)	65%
BETTER (Next 25%)	57.5 %
GOOD (Next 50%)	50%

Eligibility of Individuals

1. The faculty / staff assigned to each DUs shall also be identified by the SKSU Systems of Ranking Team.
2. Only the employees belonging to eligible DUs are qualified for the PBB.
3. A faculty serving two or more colleges shall be included in his / her mother college where he / she has more loads combining the Actual Teaching Load (ATL) and the Equivalent Teaching Load (ETL).
4. An official or employee who rendered less than 9 months but a minimum of 3 months of services and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the length of service rendered, as follows, as stated in Section 7 of MC 2018 - 1:

Length of Service	% of PBB Rate
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%

5. The following are the valid reasons for an employee who may not meet the 9 - month actual service requirement to be considered for PBB on a pro-rata basis as stated in Section 7 of MC 2018 - 1:
 - (a) Being a newly hired employee/s;
 - (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; and
 - (h) Sabbatical Leave.

6. Employees who are not eligible for PBB 2018, as stated in Section 7 of MC 2018 - 1, are the following:
 - a. Those with an Unsatisfactory or Poor Performance during the FY 2018 based on their IPCR
 - b. Those on vacation or sick leave with or without pay for the entire year
 - c. Those found guilty of administrative and/or criminal cases in FY 2018 by formal and executive judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB
 - d. Those who failed to submit the 2018 SALN as prescribed in the rules provided by under CSC Memorandum Circular No.3 (series 2015)
 - e. Those who failed to liquidate within the reglementary period the Cash Advances received in FY 2018 as required by the COA