



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
 ACCESS, EJC Mindilla, Tacurong City



FBBS Rating and Ranking System (2016)

In view of the Performance-Based Bonus as incentive to performing government employees, the University has formulated the Rating and Ranking System to measure and determine the individual performance on the points system on the following areas of performance:

REAS OF PERFORMANCE	RATING
A. Good Governance	100% compliance
B. IPCR	Points
C. Instruction	Points
D. Research	Points
E. Extension	Points
F. Production	Points
G. Other Performance Indicators/Initiatives	Points

A. GOOD GOVERNANCE. 100% COMPLIANCE

- SALN
- Liquidation of Cash Advances
- ARTA
- PhilGEPS
- Transparency Seal

B. IPCR

Individual Performance Commitment Report will be evaluated by the direct head of the individual personnel.

C. INSTRUCTION

YEAR UNDER REVIEW 2016		PERFORMANCE INDICATOR	POINTS	REMARKS	SUPPORTING DOCUMENTS REQUIRED	VERIFYING/CERTIFYING AUTHORITY
CRITERIA	OUTPUTS					
A. MAJOR FINAL OUTPUTS						
MFO 1 Higher Education Services				Per campus evaluation		
PI 1.	Percentage of CHED compliance to all mandate programs			All personnel involve will get the point	Certificate of Program Compliance (COPC) /	Academic Affairs Office
		Submission of Program Compliance Report 5 days before the set deadline 3 or more COPC	5		Result of RQAT Evaluation and Recommendations	Campus Directors/Deans
		Submission of Program Compliance Report 3 days before the set deadline 2 COPC	3			
		Submission of Program Compliance Report during the set deadline	1			
PI 2.	Percentage of accredited programs to total number of accredited programs.			All personnel involve will get the point	Schedule of Accreditation visit by the AACCCUP	Office of the President/Director Quality Assurance and Accreditation
		Accreditation of programs conducted as scheduled	5			
PI 3.	Percentage increase above the National Passing Rate in Licensure Examinations			All personnel involve will get the point	PRC Results	Academic Affairs/ Licensure and Review Center Officer/ All Campus Directors/Deans
		5% above the National Passing rate in Licensure Exams	5			
		Below 5% increase rate in Licensure Exams	1			
PI 4.	Number of Graduates in mandated or priority programs			All personnel involve will get the point	Report from the University registrar/ CDs and Deans	Academic Affairs Office/Registrar/ Program Chairmen/ Campus Directors/Deans
		91-100% of total number of graduates in mandated or priority programs	5			

	81-90 % of total number of graduates in mandated or priority programs	4			
	71-80% of total number of graduates in mandated or priority programs	3			
	51-70% of total number of graduates in mandated or priority programs	2			
	50 % below of total number of graduates in mandated or priority programs	1			
5. Percentage of graduates who finished their academic programs according to the prescribed time			All personnel involve will get the point	Report from the Program Directors, University Registrar, Program Chairperson, CD's and Deans	Chairman/Campus Registrar
	91%-100% of the Campus Graduates finished academic program according to the prescribed time	5			
	81%-90% of the Campus Graduates finished academic program according to the prescribed time	4			
	71%-80% of the Campus Graduates finished academic program according to the prescribed time	3			
	61%-70% of the Campus Graduates finished academic program according to the prescribed time	2			
	60% below of the Campus Graduates finished academic program according to the prescribed time	1			
6. Percentage of OBE Curricula Implemented			All personnel involve will get the point	Submitted OBE Cited Curriculum	Academic Affairs Office/Director Quality Assurance & Accreditation CD's and Deans
	91-100% of OBE Curricula implemented	5			
	81-90% of OBE Curricula implemented	4			
	71-80% of OBE Curricula implemented	3			
	61-70% of OBE Curricula implemented	2			
	60% below of OBE Curricula implemented	1			

FO 2. Advanced Education Services			All personnel involve will get the point	CGS Deans' Report:	Academic Affairs Office/Program Chairmen/ CGS /Deans
1. Total number of graduates in mandated and priority program (advanced education)	5	91-100% of total number of graduates in mandated or priority programs			
	4	81-90 % of total number of graduates in mandated or priority programs			
	3	71-80% of total number of graduates in mandated or priority programs			
	2	61-70% of total number of graduates in mandated or priority programs			
	1	60 % below of total number of graduates in mandated or priority programs			
2. Percentage of graduates engage in employment status improved within one year of graduation	5	91-100% of graduates engage in employment status improved within one year graduation	All personnel involve will get the point	Tracer Study Result	Academic Affairs/Campus Directors/ Deans Registrar/ Alumni/Guidance
	4	81-90% of graduates engage in employment status improved within one year graduation			
	3	71-80% of graduates engage in employment status improved within one year graduation			
	2	61-70% of graduates engage in employment status improved within one year graduation			
	1	60% below of graduates engage in employment status improved within one year graduation			
SUPPORT TO OPERATIONS (STO)					

1.1. Number of poor but deserving students provided/assisted financially through scholarship or other assistance to finish schooling	All personnel involve will get the point	Scholarship Contract/MOU	Director Students Affairs/ Chairperson Scholarship Program
71% and above of the total number of poor but deserving students provided/ assisted financially through scholarship or other assistance to finish schooling	5		
61-70% of the total number of poor but deserving students provided/ assisted financially through scholarship or other assistance to finish schooling	4		
51-60% of the total number of poor but deserving students provided/ assisted financially through scholarship or other assistance to finish schooling	3		
41-50% of the total number of poor but deserving students provided/ assisted financially through scholarship or other assistance to finish schooling	2		
40% below of the total number of poor but deserving students provided/ assisted financially through scholarship or other assistance to finish schooling	1		
1.2. Number of sponsors/benefactors provided support to students	All personnel involve will get the point	List of Sponsors/Benefactors from CHED	Director Students Affairs/ Chairperson Scholarship Program
9-10 sponsors / benefactors provided support to students	5		
7-8 sponsors / benefactors provided support to students	4		
5-6 sponsors / benefactors provided support to students	3		
3-4 sponsors / benefactors provided support to students	2		
1-2 sponsors / benefactors provided support to students	1		

3. Percentage of students who availed of non-academic related services			All personnel involve will get the point	Report from the Office of the Director, Student Affairs and University Health Office	Director, Student Affairs / University Health Office/ CDs and Deans
	81% above of students who availed of non-academic related services	5			
	71-80% of students who availed of non-academic related services	4			
	61-70% of students who availed of non-academic related services	3			
	51-60% of students who availed of non-academic related services	2			
	50% below of students who availed of non-academic related services	1			
4. Percentage of personnel who availed of non-academic related services			All personnel involve will get the point	Records on file from MIS Office	Director, Quality Assurance and Academic Affairs Office/MIS Office/CDs and Deans
	91-100% of personnel who availed of non-academic related services	5			
	81-90% of personnel who availed of non-academic related services	4			
	71-80% of personnel who availed of non-academic related services	3			
	61-70% of personnel who availed of non-academic related services	2			
	60% below of personnel who availed of non-academic related services	1			
5. Percentage of students participation/ involvements in various intra/extra-curricular and social activities			All personnel involve will get the point	Reports from the offices concerned	Director, Student Affairs/Director Sports and Socio-Cultural Offices/ CDs and Deans
	91-100% of students participation/ involvements in various intra/extra-curricular and social activities	5			
	81-90% of students participation/ involvements in various intra/extra-curricular and social activities	4			

	<p>71-80% of students participation/ involvements in various intra/extra-curricular and social activities</p>	3	
	<p>61-70% of students participation/ involvements in various intra/extra-curricular and social activities</p>	2	
	<p>60% below of students participation/ involvements in various intra/extra-curricular and social activities</p>	1	
<p>PI 6. Percentage of faculty & personnel enabled to pursue studies/training</p>	<p>All personnel involve will get the point</p>	<p>Records on file from the HRMO</p>	<p>HRD/HRMO</p>
	<p>51% above of faculty & personnel enabled to pursue studies/training</p>	5	
	<p>41-50% of faculty & personnel enabled to pursue studies/training</p>	4	
	<p>31-40% of faculty & personnel enabled to pursue studies/training</p>	3	
	<p>21-30% of faculty & personnel enabled to pursue studies/training</p>	2	
	<p>20% below of faculty & personnel enabled to pursue studies/training</p>	1	
<p>OTHERS</p>			
<p>PI 1. Percentage of personnel cleared from accountabilities (Annual Clearance)</p>	<p>Individual evaluation</p>	<p>Files at the HRMO Department</p>	<p>Campus Directors/ Deans</p>
<p>PI 2. Percentage submission of Daily Time Record</p>	<p>Individual evaluation</p>	<p>DTR submitted</p>	<p>Academic Affairs/CDs and Deans HRD/HRMO</p>
	<p>Submitted on or before the prescribed period</p>	5	
	<p>DTR was submitted on the 5th day or on a Monday after the 5th day of the following Month</p>	5	
	<p>DTR was submitted on the 6th day or on a Monday after the 6th day of the following Month</p>	4	
	<p>DTR was submitted on the 7th day or on a Monday after the 7th day of the following Month</p>	3	

	DTR was submitted on the 8 th day or on a Monday after the 8 th day of the following Month	2			
	DTR was submitted on the 9 th day or on a Monday after the 9 th day of the following Month	1			
PI 3. Number of Program(s) as Center of Development	All personnel involve will get the point		Submitted Documents to CHED	Academic Affairs/Campus Directors/Deans	
	1 program with complete documents submitted to CHED as Center of Development	5			
	Number of documents completed required for COD	1			
PI 4. Number of Faculty Performance Evaluation conducted for SY 2014-2015	All personnel involve will get the point		Submitted Faculty Performance Rating	Quality Assurance/Campus Directors/Deans/Program Chairperson	
	Twice/year	5			
	Once a year	1			
PI5. Percentage Submission of OBE Syllabi	All personnel involve will get the point		Submitted OBE Syllabi	Academic Affairs/Office/ Quality Assurance/Campus Directors/Deans/Program Chairpersons	
	Syllabi were submitted within 30 working days from the first day of the class in a semester/term	5			
	Syllabi were submitted within 31 working days from the first day of the class in a semester/term	4			
	Syllabi were submitted within 32 working days from the first day of the class in a semester/term	3			
	Syllabi were submitted within 33 working days from the first day of the class in a semester/term	2			
	Syllabi were submitted within 34 working days from the first day of the class in a semester/term	1			
PI6. Percentage Conduct of Classes				Campus Directors/Deans/Program Chairpersons	

	8 - % and above of expected classes were conducted	5		
	7 - 80% of expected classes were conducted	4		
	6 - 70% of expected classes were conducted	3		
	5 - 60% of expected classes were conducted	2		
	50% and below of expected classes were conducted	1		
17. Percentage Submission of ALN			Submitted \$ALN	Campus Directors/Deans/Chairpersons/HRD/HRMO
	Submitted on or before the prescribed time	5		
	Submitted beyond March	1		

NOTE: INDIVIDUAL EVALUATION RATINGS (SELF/PEERS/STUDENT/SUPERVISOR) WILL BE INCLUDED IN THE TOTAL POINTS

D. RESEARCH PERFORMANCE RATING

YEAR UNDER REVIEW 2016		PERFORMANCE INDICATOR	POINTS	REMARKS	SUPPORTING DOCUMENTS REQUIRED	VERIFYING/ CERTIFYING AUTHORITY
CRITERIA						
A. MAJOR FINAL OUTPUTS						
1. Number of research study/project conducted or completed on schedule	For every research study completed	2	Includes only the reported researches in PBB Points divided by No. of Authors			
3. Number of research outputs published in 2 referred journals/ submitted for patenting/copyrighted in National Library	For every on-going research study For every of research output patented	1 5	Points divided by No. of Authors	List of Completed Research List Outputs	Dir. for Research Dir. for Research	
	For every research outputs submitted for patenting	2		List Outputs	Dir. for Research	
	For every research output registered in IPO (Utility Model)	3		List Outputs	Dir. for Research	
	For every Trade Mark/ Copyright registered	3		List Outputs	Dir. for Research	
OTHER FINAL OUTPUTS IN RESEARCH						
1. Percentage of research outputs presented in local, regional, national and international fora	For every research output presented (local +1; National +2; International +3)	1	Points divided by No. of Authors	List of Presented Research	Dir. for Research	
2. Research study/project/program involvement.	For every research study/project/program conducted		Points divided by No. of authors			
	Program Leader	5		Designation	Dir. for Research	
	Co-Program Leader	4			Dir. for Research	

	Project Leader	3			Designation	Dir. for Research
	Co-Project Leader	2			Designation	Dir. for Research
	Study Leader	1			Designation	Dir. for Research
	Project Staff (level 1 +1, Level 2+2, Level 3 +3)	0.25			Memorandum, Requests, Certifications	Dir. for Research
	For every services as research Panel, Evaluator (local -1; Regional +2; National +3; International+4)	1				
b.3 Awards in research competition			Points divided by No. of Authors			
	Champion ((local +1; National +2; international +3)	3			List awards	Dir. for Research
	Runner ups ((local +0.5; National +1; International +2)	2			List awards	Dir. for Research
b.4 No. of research proposal submitted			Points divided by No. of proponents		List of Proposal Submitted	Dir. for Research
	For every proposal submitted for funding ((local -0.25; National +0.5; International +1) (Program +1; Project -0.5; Study -0.25)	0.25				
b.5 No. of research proposal funded			Points divided by no. of proponents/Implementers		List of Approved Proposal	Dir. for Research
	For every proposal funded less than P 50,000 ((internal +1; external+2)	2.0				
	For every proposal funded P50,000 but less than P 100,000((Internal +1; external+2)	3.0			List of Approved Proposal	Dir. for Research
	For every proposal funded P100,000 less than P 500,000 ((Internal -1; external+2)	4.0			List of Approved Proposal	Dir. for Research
	For every proposal funded 500,000 but less than 1,000,000 ((Internal +1; external+2)	5.0			List of Approved Proposal	Dir. for Research
	For every proposal funded 1,000,000 but less than 5,000,000 ((Internal +1; external+2)	6.0			List of Approved Proposal	Dir. for Research

	For every proposal funded 5,000,000 but less than 10,000,000 (Internal +1; external+2) (Internal -1; external-2)	7.0	List of Approved Proposal	Dir. for Research
	For every proposal funded 10,000,000 but less than P 20,000,000 (Internal +1; external+2)	8.0	List of Approved Proposal	Dir. for Research
	For every proposal funded 20,000,000 and above (Internal +1; external+3)	9.0	List of Approved Proposal	Dir. for Research
2.5	No. of partnerships established For every partnership established/facilitated (Local +1; National +2; International +3)	3	MOA, Documentation, Certification	President's authorized verifier

E. EXTENSION PERFORMANCE RATING

YEAR UNDER REVIEW 2016		POINTS	REMARKS	SUPPORTING DOCUMENTS REQUIRED	VERIFYING/ CERTIFYING AUTHORITY
CRITERIA	PERFORMANCE INDICATOR				
A. MAJOR FINAL OUTPUTS					
PI 1.	Number of persons trained weighted by the length of training	1.0	Only for trainings that were reported	Report	Dir. for Extension
PI 2.	Percentage of trainees who faced the training course is good or better	1.0	Only for trainings that were reported	Report	Dir. for Extension
	51-95% accomplishment	2.0			
	55-100% accomplishment	3.0			
PI 3.	Number of persons provided with technical advice	1	Divided by the number of experts serving the same clients.	Report	Director for Extension
B. OTHER FINAL OUTPUTS					
PI 1	Nature of involvement in extension activities	2		Report, Certification, Communication	University verifying authority
	For every extension activity involvement as:				
	Accreditor/Assessor/Evaluator (local +1; Regional +2; National +3; International+4)				

	Trainer (local +1; Regional +2; National -3; International-4)	3			Report, Certification	Communication,	University verifying authority
	Lecturer (local +1; Regional +2; National -3; International-4)	2			Report, Certification	Communication,	University verifying authority
	Facilitator (local +1; Regional +2; National -3; International-4)	1		Divided by the number of Implementers/Developer	Report, Certification	Communication,	University verifying authority
b.2 No. of techno-demo established	For every techno-demo established	3			Report, Documentation		Dir. for Extension
b.3 No. of persons who availed of technical advice (office calls, telephone calls, farm and home visits)	For every person given technical advice	0.25			Report, Certification	Communication,	Dir. for Extension
b.4 No. technical consultancy delivered	For every consultancy delivered (local +1; Regional +2; National +3; International+4)	3			Report, Certification	Communication,	University Verifying Authority
b.5 No. of training design submitted and implemented	For every technical training design developed and implemented (local +1; Regional +2; National +3; International+4)	3		Divided by the number of implementers/Developer	Report, Certification, Approved Design	Communication, Approved Design	Dir. for Extension
b.6 No. of technology IEC Material developed	For every non-technical training design developed and implemented (local +1; Regional +2; National +3; International+4)	1		Divided by the number of implementers/Developer	Report, Certification, Documentation	Communication, Approved Design, Documentation	Dir. for Extension
b.7 Nature of participation in IEC development and production	For every IEC material developed (leaflets, brochures, techno-guides, bulletins, primers, posters, comics, techno calendar, etc.)	3.0		Divided by the number of implementers/Developer	Sample of IEC Materials Recognized by the RDE Divisions		
	As editor of IEC technical committee (local +1; National +2; International +3)	2.0		Divided by the number of implementers/Developer	Report, Certification	Communication,	Dir. for Extension

	As member (local +1; Regional +2; National +3; Internacional+4)	1.0			Report, Certification	Communication,	Dir. for Extension
	As contributor to extension publication (local +1; Regional +2; Nacional +3; Internacional+4)	2.0			Report, Certification	Communication,	Dir. for Extension
b.8 No. of IEC materials distributed to clients	For every 100 techno IEC materials distributed	1.0		Divided by the number of Implementers/Developer		Record of Distribution	Dir. for Extension
b.9 Broadcast Media Production Involvement	Anchor/Host Techno Program for every hr. broadcast)	1		Divided by the number of host	Report, Certification	Communication,	Station Manager
	Guest broadcaster; for every 1 hr. broadcast)	1			Report, Certification	Communication,	Station Manager
	Scriptwriter and editor; for every 30 min production	1		Divided by the number of developer	Report, Certification	Communication,	Station Manager
b.10 Folk Media Production Involvement	for every folk media composed like bulkanegan, swayan, zarzuela, folk drama, folk singing, kumbanchero involving rural folks	3		Divided by the number of composers	Report, Certification, Documentation	Communication,	Director for Socio-cultural
	For every folk media organized a minimum of 8 members in bulkanegan, swayan, zarzuela, folk drama, folk singing, kumbanchero involving rural folks	3		Divided by the number of organizers	Report, Certification, Documentation	Communication,	Director for Socio-cultural
	For every performance and use of media (local -1; National +2; International +3)	1			Report, Certification, Documentation	Communication,	Director for Socio-cultural
b.11 Membership in Extension Organization	For every active membership in extension Organization (local -1; Nacional +2; international +3)	1			IDs		Director for for Extension
b.12 Awards in extension competition				Points divided by No. of authors/participants			

	Champion (local +1; National +2; International +3)	3		List awards + Documentation	Dir. for Extension
	Runners ups (local -0.5; National +1; International +2)	2		List awards+ Documentation	Dir. for Extension
No. of partnerships established	For every partnership established/facilitated (local +1; National +2; International +3)	3	Points divided by No. of authors	MOA, Documentation, Certification	President's authorized verifier
b.2 Extension project/program Involvement.					
	Program Leader	5		Designation	Dir. for Extension
	Project Leader	3		Designation	Dir. for Extension
	Accreditor	3		Designation	Dir. for Extension
	Component Leader	2		Designation	Dir. for Extension
	Coordinator	1		Designation	Dir. for Extension
	Face person	1		Designation	Dir. for Extension
	Project Staff	0.25		Designation	Dir. for Extension
No. of extension project/program completed			Points divided by No. of implementers		
	For every extension program project completed. (activity +0.5; project +1; Program +2)	1		List of Completed Extension Activity/Project/Program	Dir. for Extension
	For every year of on-going extension program/project implemented (project -0.25; program 0.5)	0.5		List of on-going Extension Activity/Project/Program	Dir. for Extension
No of extension project presented			Points divided by No. of Authors		
	For every extension project presented (local +1; National +2; International +3)	1		List of Presented Extension Programs/Projects	Dir. for Extension
b.4 No. of extension proposal funded			Points divided by No. of proponents	List of Approved Proposal	Dir. for Extension
	For every proposal funded less than P 50,000 (internal +1; external -2)	2.0			
	For every proposal funded P50,000 but less than P 100,000 (internal +1; external +2)	3.0			

	For every proposal funded P100,000 less than P 500,000 (Internal +1; external+2)	4.0			
	For every proposal funded 500,000 but less than 1,000,000 (Internal +1; external+2)	5.0			
	For every proposal funded 1,000,000 but less than 5,000,000 (Internal +1; external+2)	6.0			
	For every proposal funded 5,000,000 but less than 10,000,000(Internal +1; external+2)	7.0			
	For every proposal funded 10,000,000 but less than P 20,000,000 (Internal +1; external+2)	8.0			
	For every proposal funded 20,000,000 and above (Internal +1; external+3)	9.0		List of Approved Proposal	Dir. for Extension
b.3 No. of extension proposal submitted				Points divided by No. of proponents	
	For every proposal submitted (local +0.25; National +0.5; International +1), (Program = 1; Project +0.5)	0.25		List of Proposal Submitted	Dir. for Extension

F. IGPS PERFORMANCE RATING

YEAR UNDER REVIEW 2016		POINTS	REMARKS	SUPPORTING DOCUMENTS REQUIRED	VERIFYING/CERTIFYING AUTHORITY
CRITERIA	PERFORMANCE INDICATOR				
a.1. Number of Institutionally Funded IGP Implemented	For every IGP implemented (institutionally funded +1; externally funded +2)	2	Divided by the number of implementers	ADAC Resolution of Approved IGP, Report	Dir. for Production
a.2. Percentage of Return of Investment Generated	For ROI generated 61% - Above	3	Divided by the number of implementers	Certification from ABRGO	Dir. for Production

	11% - 60%	2			
	10% - Below	1			
a.3. Amount of Gross Income Earned	For every gross income generated		Divided by the number of implementers	Duly signed list of IGFs with Collection Record of Gross Income and Official Receipts Nos. per IGP remittance	Dir. for Production
	50,000 - Above	3			
	10,000 - 49,000	2			
	9,000 - Below	1			
a.4. Amount of Net Income Earned Remitted and Received	For every net income earned, remitted and received		Divided by the number of implementers	Duly signed list of IGFs with Collection Record of Net Income and Official Receipts Nos. per IGP remittance	Dir. for Production
	50,000 - Above	3			
	10,000 - 49,000	2			
	9,000 - Below	1			
	For every established PPP (local+1; national+2; international+3)	2		MOA	Dir. for Production
b. Nature of involvement in the IGFs	For every IGP implemented			Designation	Dir. for Production
	Project Leader	3		Designation	Dir. for Production
	Manager	2		Designation	Dir. for Production
	Aide/Staff	1		Designation	Dir. for Production

G. OTHER PERFORMANCE INDICATORS/INITIATIVES RATING

YEAR UNDER REVIEW 2016		POINTS	REMARKS	SUPPORTING DOCUMENTS REQUIRED	VERIFYING/ CERTIFYING AUTHORITY
CRITERIA	PERFORMANCE INDICATOR				
a.1 Designation/Tasks/ Assignments as directed from higher Officials					

Served as Grand Marshal during Graduation (Campus level +1; University Level +2)	3			Memorandum/ Program	President's authorized verifier
Served as Director General during Kamburayan	5			Memorandum/ Program	President's authorized verifier
Co-Chairman (Campus level +1; University Level +2)	2			Memorandum/ Program	President's authorized verifier
Committee Chairmanship (Ad Hoc+0.5, Permanent+1) (Campus level +1; University level +2) (external: local +2, regional +3, national +4)	1			Memorandum/ Program	President's authorized verifier
Committee Member (Ad Hoc+0.5, Permanent+1) (external: local+1, regional+2, national+3)	0.5			Memorandum/ Program	President's authorized verifier
Technical Working Group (University level +2, Campus Level+1) (external: local+1, regional+2, national+3)	1			Designation	President's authorized verifier
Served as Coach (Champion+2, Runners+0.5) (External: local+1, national+2, international+3)	1			Memorandum/ Certificate	President's authorized verifier
Served as Judge in a competition (University 2 level, Campus level) (external: local, regional, national)	1			Memorandum/ Certificate	President's authorized verifier
Coordinator (University level +2, Campus level+1) (External: local+1, national+2, international+3)	1			Designation	President's authorized verifier
Focal person (local +1, national +2, international+3)	1			Designation	President's authorized verifier
Accreditor/Assessor/Evaluator/Examinee (University level+2, Campus level+1) (External: local+1, national +2, international+3)	1			Memorandum/ Certificate	President's authorized verifier
G.2. Initiatives			Divided by the number of persons involved		
For every policy proposal approved (Campus Level +1, University Level +2)	2			ACA/ADAC/BOR Resolution for adoption	President's authorized verifier

	Outsourcing (funds sourced out)		List/Certification by Finance	President's authorized verifier
	For every proposal submitted (local +0.25; National +0.5; International +1), (Program + 1; Project +0.5)	0.25	List of Proposal/Received Transmittal	
	For every proposal funded less than P 50,000 (Internal +1; external -2)	2.0		
	For every proposal funded P50,000 but less than P 100,000 (Internal +1; external+2)	3.0		
	For every proposal funded P100,000 less than P 500,000 (Internal +1; external+2)	4.0		
	For every proposal funded 500,000 but less than 1,000,000 (Internal +1; external+2)	5.0		
	For every proposal funded 1,000,000 but less than 5,000,000 (Internal +1; external+2)	6.0		
	For every proposal funded 5,000,000 but less than 10,000,000 (Internal +1; external+2)	7.0		
	For every proposal funded 10,000,000 but less than P 20,000,000 (Internal +1; external+2)	8.0		
	For every proposal funded 20,000,000 and above (Internal +1; external+3)	9.0		
	For every PPP established with MOA (local - ; national+2; international-3)	2		
	For every evaluation instrument developed and approved (Campus Level -1, University Level -2) (External: local +1, national +2, international-3)	1	ADAC/ACA/BOR Resolution for adoption	President's authorized verifier

	<p>For every Strategic Development Plan developed and approved (Campus Level +1, University Level +2) (External: local +1, national +2, international+3)</p>	5	ADAC/ACA/BOR Resolution for adoption	President's authorized verifier
	<p>For every operations manual developed and approved (Campus Level +1, University Level +2)</p>	5	ACA/ADAC/BOR Resolution for adoption	President's authorized verifier

All the points will be consolidated, the total points gained by the individual will be **RANKED FROM HIGHEST TO LOWEST** and will be the basis for determining the best, better and good performer. Since the **NON-TEACHING PERSONNEL** will not have the opportunity to get points from other major functions, their **EXISTING SYSTEM OF RATING AND RANKING** will be followed to include the **CRITERIA IN OTHER PERFORMANCE INDICATORS AND INITIATIVES** and the determination of best, better and good performer will be proportionate with the regular teaching force.

An **EVALUATION COMMITTEE** from **TEACHING AND NON-TEACHING PERSONNEL** will be created to consolidate all the scores and identify the level of performance. The Deans/Directors and/Unit Heads may include other initiatives or indicators in the evaluation not included provided it will pass through the review and approval of the Evaluation Committee.

Committee on System of Rating and Ranking:

Gemma A. Constantino
GEMMA A. CONSTANTINO
 F&B Focal Person, Chairperson

Jesusa D. Ortuoste
JESUSA D. ORTUOSTE, PH.D.
 VP for ACA, Member

Hezelina U. Ibot
HEDELINA U. IBOT, PH.D.
 VP for F&B, Member

Mary Lynn G. Magbanua
MARY LYNN G. MAGBANUA, PH.D.
 VP for RD&E

Approved:

Rolando F. Hechanova
ROLANDO F. HECHANOVA, PH.D.
 President