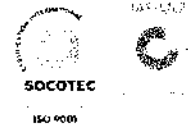




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REVISED GUIDELINES ON DELIVERY UNITS FOR THE GRANT OF FY 2021 PERFORMANCE BASED BONUS (PBB)

1.0 PURPOSE

This guideline is issued to provide the system of identifying and determining the delivery units in the University which, if eligible shall be forced ranked for the purpose of the grant of FY 2021 Performance-Based Bonus (PBB) pursuant to IATF Memorandum Circular No. 2020-1 dated June 3, 2021.

2.0 COVERAGE

This guideline shall cover all officials and employees of Northwest Samar State University including the satellite campus in San Jorge holding regular plantilla positions, and contractual and casual having an employer-employee relationship with NwSSU and whose compensation rate are charged to the lump sum appropriation under Personnel Services or those occupying positions in the DBM approved contractual staffing pattern of the University are covered.

A delivery unit shall be the primary subdivision of a department, agency, SUC, or GOCC performing substantive line functions, technical services, or administrative support, as reflected in the agency’s organizational structure and/or functional chart.

3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 PBB, the NwSSU must satisfy the criteria and conditions under the four dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results and attain a total score of at least 70 Points based on the PBB Scoring System.

TABLE 1: FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RESULTS				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
TOTAL SCORE		MAXIMUM = 100 POINTS				

In such case, while the agency will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.



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4.0 GENERAL GUIDELINES

4.1 For the purpose of identifying and determining the delivery units to the grant of the PBB for FY 2021, the Northwest Samar State University shall be classified into five groups, to wit:

- 4.1.1 Office of the University President
- 4.1.2 Office of the Vice President for Administrative Affairs & Finance Services
- 4.1.3 Office of the Vice President for Academic Affairs
- 4.1.4 Office of the Vice President for Research, Extension, and External Affairs
- 4.1.5 San Jorge Campus

4.2 The delivery units under each of the groups shall be as follows:

4.2.1 Office of the University President

- Vice Presidents
- University and Board Secretary
- Planning Office
- Alumni Affairs
- PESO
- Quality Assurance
- Internal Auditor
- International Affairs
- Campus Administrator

4.2.2 Office of the Vice President for Administrative Affairs & Finance Services

• Administrative Affairs

- Human Resource Management
- Human Resource Development
- Supply and Property Management
- Management Information System
- School Plant, Facilities, and Infrastructure Development
- University Motorpool
- Records Office
- Data Privacy
- Security Services
- Motorpool Services
- Auxiliary Services/Business Affairs
- Procurement Office
- Supply & Property Management
- Cashier

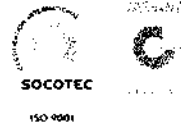
• Finance Services

- Accounting
- Budget



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4.2.3 Office of the Vice President for Academic Affairs

- Instructional Materials Development & Production
- University Librarian
- University Registrar
- Innovative and Technology Center
- NSTP
- Student Affairs and Services
 - Guidance and Testing Center
 - Arts, Social, and Cultural Affairs
 - Health & Dental Services
 - Student Publication
 - Sports & Physical Fitness Development
 - Student Body Organization
 - Student Internship Program of the Philippines
 - Student Publication

4.2.4 Colleges

- College of Computing and Information Sciences
- College of Management
- College of Engineering and Architecture
- College of Education
- College of Agriculture and Technology
- College of Criminal Justice and Sciences
- Graduate School

4.2.4.1 Office of the Vice President for Research, Extension, and External Affairs

- Research and Development Services
 - Intellectual Property
 - SIAORD
 - CICDA
 - CLG
 - CFBMS
- Extension Services
 - University Disaster Risk Reduction Management
 - Gender and Development
 - Public Relations and External Affairs

4.2.5 San Jorge Campus

- Administrative Division
- Academic Division
- Research and Extension Division



- 4.4 For FY 2021 PBB, the delivery units shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
- 4.3 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities will also be isolated for the grant of the FY 2021 PBB.
- 4.4 Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score shown in section 5.
- 4.5 Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
- 4.6 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rate his/her performance. The payment of the PBB shall come from the mother agency.
- 4.7 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for agency, he/she will be included in the recipient agency,
- 4.8 Officials 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 official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating agency, as stated in Section 12.
- 4.9 An official or employee who has rendered a minimum of nine (9) months of services during the fiscal year and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

TABLE 2: PRO-RATA BASIS	
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	50%

The following are the valid reasons who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a 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; and/or
- h. Sabbatical Leave.



- 4.10 Employees who are not eligible for PBB 2021 are the following:
- a. Those with an Unsatisfactory or Poor Performance during the FY 2021 based on their DPCR/OPCR/IPCR.
 - b. Those who are on vacation or sick leave, with or without pay, for the entire year
 - c. Those who were found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021
 - d. Those who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN
 - e. Those who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 19, 2009.
 - f. Those who failed to submit their complete SPMS Forms
 - g. Those who are not holding regular plantilla positions and have no employer-employee relationship to the university

5.0 RATES OF THE PBB

The total score as stated in 3.0 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021. For illustration, see the Table 3 below:

TABLE 3: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.5% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)



6.0 REPEALING CLAUSE AND EFFECTIVITY

Existing policy on the system of ranking of delivery units for the grant of FY 2021 Performance-Based Bonus (PBB) inconsistent herewith are hereby repealed.

This revised policy on the system of ranking and delivery units shall take effect immediately and shall remain in effect until upon issuance of a repealing order.

Prepared by:


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BENJAMIN L. PECAYO, Ed.D.
 University President 