



GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021

- The bureaus/campuses will be evaluated based on their performance on the Major Final Outputs such as Higher Education Services, Research Services and Extension Services, Support to Operations and General Administration and Support Services
- The bureaus/campuses will be evaluated based on the percentage accomplishments by MFO including the average of their Office Performance Commitment and Review (OPCR) rating form. The ratings in the MFOs will be added plus their OPCR average and each Bureau will be ranked. The bureau/campus with the highest computed average rating will be the BEST Bureau (Top 10% - 1 unit), BETTER (next 25% - 2 units) and GOOD (next 65% - 6 units). There shall no longer be a ranking of individuals within a delivery unit.
- Only bureaus/campuses with 100% rate of accomplishment versus set targets on all MFOs can avail of the PBB incentive.
- The individual employees shall be rated through the Strategic Performance Management System (SPMS) using the individual Performance Commitment and Review (IPCR) rating form by their immediate superiors. Proofs of claims/evidences shall likewise be submitted or attached to the forms. Only employees with Satisfactory Rating and above shall be entitled to the PBB incentive depending on the performance ranking of their bureau/campuses.
- The criteria used will be quantity, timeliness and efficiency. Each of these criteria will be rated numerically from the scale of 1 to 5 described as:
 - 5 --- Outstanding,
 - 4 --- Very Satisfactory,
 - 3 --- Satisfactory,
 - 2 --- Unsatisfactory, and
 - 1 --- Poor.

For this year, only quantity and timeliness indicators were set.


- The faculty members will be rated by the Campus Executive Director for two periods: August to December and January to May. For the non-teaching staff, they will be evaluated from January to June and July to December of the year in review.
- All University Officials and employees of the PSU – Main Administration, Executive Directors SAS and OUS shall be included in the Best Bureau.



- The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2020.

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


DR. LORENA B. ECHALAR
Director, Human Resource Management and Development Office


DR. ELBERT M. GALAS
OIC- Office of the President
Vice President, Administration and Linkages