



Philippine Normal University  
**The National Center for Teacher Education**  
 Taft Avenue, Manila

Performance-Based Bonus (PBB) FY 2016  
**SYSTEM OF RATING AND RANKING OF DELIVERY UNITS**

The Philippine Normal University (PNU) adheres to Memorandum Circular No. 2016-2 (dated October 12, 2016) issued by the Inter-Agency Task force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) on the Subject: Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2016.

In particular, PNU follows the specific guidelines on the identification and determination of Delivery Units for State Universities and Colleges (SUCs) to wit:

**D. State Universities and Colleges**

Agency	Delivery Units
1. Colleges	<ul style="list-style-type: none"> <li>Office of the President *</li> <li>Services</li> <li>Campuses (with Charter)</li> <li>Colleges (with CHED accreditation)</li> </ul>
2. Universities	<ul style="list-style-type: none"> <li>Office of the President*</li> <li>Services</li> <li>Campuses (with Charter)</li> <li>Colleges (with CHED accreditation)</li> </ul>

*\* Including the Office(s) of the Deputy Head(s) and immediate support staff*

In compliance with the foregoing, the university's Performance Management Team (PMT), in its meeting held on October 21, 2016, identified and determined the Delivery Units of PNU for the Performance-Based Bonus (PBB) for Fiscal Year 2016 as follows:

DELIVERY UNITS FOR PBB 2016	
#	Name of Delivery Units
1	Office of the President – Presidential Management Staff, Office of University and Board Secretary, Management Committee
2	College of Graduate Studies and Teacher Education Research (CGSTER)
3	Faculty of Arts and Languages (FAL)
4	Faculty of Behavioral and Social Sciences (FBeSS)
5	Faculty of Science, Technology and Mathematics (FSTM)

6	Faculty of Education Sciences (FES)
7	College of Flexible Learning and E-PNU & Institute of Knowledge Management (IKM)
8	Research Center for Teacher Quality (RCTQ), Center for Planning & Quality Assurance (CPQA); Educational Policy Research and Development Center (EPRDC); Publications Office (PO); and, Graduate Research Office (GReSO)
9	Financial Management Services (Accounting, Cashiers, Budget, Internal Audit, Bids and Awards Unit)
10	Administrative Services
11	PNU North Luzon
12	PNU Visayas
13	PNU Mindanao
14	Office of the Vice President for University Relations and Advancement Domain Domain (with PNU South Luzon)
15	Support to Faculty, Staff & Students - Admissions, Office of Student Affairs and Student Services (OSASS), Registrar, Auxiliary, Faculty and Staff Evaluation Committee (FASEC), University Gender and Development Office (UGDO), University Curriculum and Instructional Materials Office (UCIMO)
16	Institute of Physical Education, Health, Recreation, Dance and Sports (IPEHRDS); and, Institute of Teaching and Learning (ITL)

The Performance Management Team (PMT) is composed of the following:

- |     |                                   |  |
|-----|-----------------------------------|--|
| 1.  | Dr. Felicia I. Yeban              | Chairperson & VP for Finance and Administration            |
| 2.  | Dr. Ma. Antoinette C. Montealegre | VP for Academics   |
| 3.  | Dr. Wilma S. Reyes                | VP for Research, Planning & Quality Assurance              |
| 4.  | Dr. Rosemarievic V. Diaz          | VP for University Relations & Advancement                  |
| 5.  | Mr. Joseph G. Luceño              | Director, Financial Management Services                    |
| 6.  | Ms. Jenny C. Malitao              | Director, Human Resource Management & Development Services |
| 7.  | Ms. Gina D. Cruz                  | Director, Administrative Services Office                   |
| 8.  | Dr. Heidi B. Macahilig            | President, PNU Faculty Union                               |
| 9.  | Mr. Ronnie B. Pagal               | President, PNUAEA  |
| 10. | Dr. Ronald Allan S. Mabunga       | Head, Secretariat  |

### **Determining the Delivery Units that are Qualified for PBB 2016 with the Corresponding Rating and Ranking**

The determination of delivery units that will be qualified for PBB 2016 shall be based on the basic criteria of attaining at least 90% accomplishment rate for ALL performance Indicators of the various Major Final Outputs (MFO), Support to Operation (STO) and General Administration Support to Services (GASS) – those that are applicable to the delivery unit. In addition, ranking shall be based on the accomplishment of the various delivery units based vis-à-vis their respective Office Performance Commitment Review (OPCR) for 2016. This shall be determine before the end of the year 2016 as the delivery units submit their accomplishment reports.

Below shows the Matrix for Ranking the Delivery Units:

#	Delivery Units	Total Count of Accomplishment on the Indicators (OPCR-based)	Total Percentage of Accomplishment	Average Accomplishment	Rank
		(A)	(B)	$C = ((A)/(B))$	(D)

### Number of Delivery Units with the Corresponding PBB Ranks and the Number of Employees

This shall be determined once accomplishment reports have been submitted, consolidated and rated. The breakdown of ranking shall be as follows:

BEST UNITS (10% or 2 Delivery Units)

BETTER UNITS (25% or 4 Delivery Units)

GOOD UNITS (65% or 10 Delivery Units)

### Others

#### A. Good Governance Conditions

The Center for Planning and Quality Assurance (CPQA) facilitated the consolidation and submission of all required documentation relevant to the university's compliance with all Good Governance Conditions (GGC) for PBB 2016.

#### B. Feedback Mechanism

The CPQA, as the Secretariat in charge of the PBB has conducted orientation activities for all the Delivery Units of the university on matters about PBB 2016. Prior to the release of PBB 2016 grant to the qualified individuals, feedback will be secured from all delivery units. This feedback shall be consolidated by the CPQA and shall be presented to the Performance Management Team (PMT) to address any concerns.

Feedback can also be sent to [cpqa@pnu.edu.ph](mailto:cpqa@pnu.edu.ph).