



CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines 3120
Tel. No. (6344) 456-0688; Fax (6344) 456-5202/0107
E-Mail Address: clsu@clsu.edu.ph; op@clsu.edu.ph
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125 Narra St., Midtown Executive Homes
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TeleFax No. (632) 523-75-16

GUIDELINES IN THE FORCED RANKING OF FACULTY AND STAFF FOR THE GRANT OF THE 2015 PERFORMANCE-BASED BONUS (PBB)

1. All officials and employees of eligible Delivery Units (DUs) holding regular plantilla positions are qualified for the PBB provided they meet the following requirements:
 - a. Must have rendered at least three (3) months of actual service for the year ending December 31, 2015;
 - b. Should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS);
 - c. Must have achieved at least 90% of their target for the year;
 - d. Must have no outstanding cash advance/s as of November 30, 2015; and
 - e. Must have complied with the submission of SALN per RA 6713.
2. Part-timers, personnel hired on Special Order (SO) status and those under special contract shall not be eligible for the grant of the PBB. Faculty and staff who are on study leave for the whole period covered by the PBB shall likewise be ineligible. Those who have reported back but were not able to finish their degrees shall be eligible for the grant of PBB provided they meet the requirements mentioned in Section 1 hereof and that their return has been approved by the Administrative Council.
3. Personnel found guilty of administrative and/or criminal case filed against them and meted penalty in FY 2015 shall not be entitled to the FY 2015 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
4. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency. Those who transferred from one government agency to another shall be rated and ranked by the agency where the personnel served the longest. If equal months were served, they will be included in the recipient agency.
5. Evaluation shall be based on the rating obtained under the CSC approved Strategic Performance Management System (SPMS) as reflected in their Individual Performance Report (IPR).
6. Faculty and staff who are designated as heads of offices such as the 4VPs, Deans, and Directors shall be evaluated and forced ranked according to the office they supervise. The University President shall not be included in the forced-ranking but the amount of PBB to be received shall be based on CHED Memorandum Order No. 4, s. 2015.
7. In determining the number of personnel to be ranked, the total number of filled Plantilla positions shall be considered including those with at least three (3) months actual service to CLSU.



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8. The numerical ranking must be indicated with "1" as the highest rank. The numerical rating must be likewise indicated. Submissions not in accordance with this provision shall not be accepted by the PMG Secretariat.
9. Forced-ranking of faculty and staff for DUs who have not submitted on the deadline set shall be undertaken by the PMG.
10. Heads of DUs shall submit the names of faculty and staff that are qualified for the PBB based on the herein criteria and conditions to Dr. Cheryl G. Ramos, PMG Secretariat on or before January 5, 2016.
11. Issues, concerns and complaints shall be submitted in writing to the PBB Grievance Committee (GC) which shall review and make recommendation/s 15 calendar days upon receipt of the said issue/concern/complaint.
12. Recommendations of the GC shall be forwarded to the PMG which shall act on the recommendation 15 calendar days upon its receipt.
13. The decision of the PMG shall be final and executory.

Prepared by:


LUZ C. ABUNDO
Chief, HRMO

APPROVED:


RAUL D. DIVINA
OIC President and Chair
Performance Management Group