



VISAYAS STATE UNIVERSITY

Baybay City, Leyte

SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS TO BE USED IN THE GRANT OF 2015 PBB


1. Since the 2012 PBB, the university has been using its Strategic Performance Management System (SPMS) as required by CSC MC No. 6, 2012 as an effective management tool in ensuring attainment of the strategic goals of the university and that of the individual targets of the employees. At the first week of every year, the University President calls for a meeting among the Vice Presidents, Deans, Directors and Department and Office heads to set the institution's priorities to be accomplished for the year.
2. All delivery units prepare their annual targets every first week of the year and include the same in the department/office OPCR using the table of MFOs and Success Indicators which forms part of the approved SPMS of the university which the Civil Service Commission and is used as a model among all SUCs in the country and posted in the CSC website. Before the targets in the OPCR are finalized, the department/office/unit conducts target setting workshops and every member of the unit commits to deliver certain outputs/outcomes which will be summarized and will form part of the overall unit targets. This is done to ensure ownership of the targets and therefore, assures delivery of the needed outputs/outcomes.
3. To standardize targets and accomplishments and to facilitate rating and ranking of delivery units especially the academic departments, the university came up with a template of the OPCR targets and success indicators with rubrics which was provided to all academic units and research centers for their use in preparing their overall OPCR targets starting the year 2014 and for use also for their 2015 OPCR.
4. Starting this year, the preparation of a one year target for 2015 plus the preparation of a semi-annual target for the periods January to June 2015 and July to December 2015 is introduced as suggested by CSC to jibe with the IPCR rating of employees. Such revision enables us to duly monitor the performance of offices and individuals. Likewise, this will enable the University to avail of benefits which require two rating periods of individual performance such as promotion or upgrading. For PBB ranking purposes, however, the accumulated accomplishments for the one year period will still be used. By using the excel computer program, the final rating of the delivery unit is easily computed. This is made possible because the university uses a standard OPCR template with uniform success indicators with a uniform percentage weight per indicator and the rubric per indicator is already in place. The output is rated on per capita basis to reflect the actual performance of the unit per person. This facilitates the job of the Performance Management Team in preparing the final ranking of delivery units and the individual performers as required by AO25 Task Force with less complaint since everybody is made aware how their office performance can be compared with the performance of other similar units in the university.

5. Although the indicators and targets of administrative units are difficult to standardize, the ranking was facilitated using a set of criteria and percentage weights per criterion previously agreed upon by unit heads concerned. The agreed criteria and percentage weight became the final basis in ranking of administrative units. Specifically, delivery of the unit's mandated functions already assures 70% of the final rating, satisfaction of their customers or zero complaint from clients gives the administrative unit additional 20%. Suggestions are not considered as complaint. The remaining 10% comprises the unit's innovations or best practices introduced. The last criteria motivates unit to introduce innovations for improved delivery of its support services.
6. The ranking of individual performers uses the final rating given by their supervisors as indicated in their submitted IPCRs duly normalized to conform to the unit's OPCR rating which is reviewed and finally recommended by the PMT for approval by the University President. The final rating shall be approved by the University President.
7. Using the final OPCR and IPCR ratings per delivery unit, the final ranking of delivery units and the performers shall be encoded by the PMT secretariat for final review by the PMT and submitted to the University President for final approval and subsequent submission of Form 1.0 to the AO 25 Task Force.

Prepared by:


Noted:


LOURDES B. CANO
Director, ODAHRD


VICTOR B. ASIO
Chairman, PMT


ROBERTO C. GUARTE
Member


EDGARDO E. TULIN
Member


JOSE L. BACUSMO
President