VISAYAS STATE UNIVERSITY

Baybay City, Leyte

RANKING OF DELIVERY UNITS AND INDIVIDUALS TO BE USED IN THE GRANT OF 2017 PBB

The university has institutionalized the use of the Strategic Performance Management System as a planning tool for organizational effectiveness and as a performance evaluation system for the faculty and staff.

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.

In order to facilitate the calibration of targets and accomplishments among academic units, an OPCR template is distributed for use by these academic departments and units.   The use of standardized OPCR templatesand success indicators facilitates the rating and ranking of delivery units especially the academic departments and research centers.

Use of standardized OPCR template for administrative units may not be feasible. However, ranking of these administrative units is made easier because of the university's use of standardizedcriteria and percentage weights per criteria per different groups of delivery units as follows:

Grouping per category	Criteria	Percentage Weight (maximum)
I. Administrative Units	1. Attainment of Mandated Outputs/Accomplishments (70%)	
	a. Completeness of the MFO and PIs/success indicators in the OPCR reflecting that the unit performed its overall mandate	20%
	b. Quality of Accomplishments in performing mandate	25%
	c. Timeliness in Performing Functions and delivering required Output and accomplishments	25%
	2. Client satisfaction based on client feedback (Note: Feedback to be secured from Legal Office)	
	a. Zero Negative Feedback (suggestion is not considered as negative feedback)	5%
	b. Positive Feedback /Commendation:	5%
	3. Innovations (new systems & procedures) Introduced to Improve Efficiency & Effectiveness of the Unit/Office	10%
	4. Best practices and/or manuals prepared/revised (10%)	
	a. Best practice identified and benchmarked	5%
	b. Manuals prepared/revised	5%
	TOTAL PERCENTAGE WEIGHT	**100%**

The academic departments are expected to perform instructions more than functions in research and extension. Thus, these departments are ranked using these criteria and percentage weights per criteria as shown below:

Grouping per category	Criteria	Percentage Weight (maximum)
Academic departments	1. Accomplishments in Instruction	70%
	2. Accomplishments in Research	10%
	3. Accomplishments in Extension	10%
	4. New Initiatives/Awards/Best Practices	10%
	TOTAL PERCENTAGE WEIGHT	**100%**

The research centers and institutes in the university are mandated to perform research functions. However, since these centers are manned by faculty members, they are also requested to perform instruction functions because these faculty members are expected to disseminate their new technology and information to students and the clients. These criteria and percentage weights are presented below:

Grouping per category	Criteria	Percentage Weight (maximum)
IV. Research Centers	1. Accomplishments in Research & Extension	70%
	2. Accomplishments in Instruction	20%
	3. New Initiatives/Awards/Best Practices	10%
	TOTAL PERCENTAGE WEIGHT	**100%**

The accomplishments reflected in the OPCR will be the source of information in the ranking of delivery unit. Using also the final rating of performers, the final list of qualified performers per delivery unit shall be encoded by the PMT secretariat in the list of faculty and staff entitled to PBB based on the final ranking of the unit where he/she belongs for final review by the PMT and submission to the University President for final approval and subsequent submission to the AO 25 Task Force for PBB purposes.

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