



## **RANKING OF DELIVERY UNITS AND INDIVIDUALS TO BE USED IN THE GRANT OF 2020 PBB**

The university Strategic Performance Management System as a planning tool for organizational effectiveness and as a performance evaluation system for the faculty and staff has just been enhanced to further improve its efficiency in terms of timeliness in its implementation.

Just like in previous years, before the targets in the OPCR are finalized, the department/office/unit conducts target setting sessions as initiated by the department/office heads concerned and every member of the unit in order to assess and finalize its contribution towards attainment of the university priorities. The target setting sessions seeks to secure commitments from individual employee to deliver certain outputs/outcomes before the final overall unit targets is finalized. This is done to ensure ownership of the targets and therefore, assures delivery of the needed outputs/outcomes. The persons responsible per target shall be indicated in the OPCR. Once the OPCR targets are finalized, the individual employee shall prepare their IPCR indicating their tasks and targeted outputs as their contribution to the attainment of the office target.

As usual, academic departments and units use the prescribed OPCR templates distributed to facilitate the calibration of their targets and accomplishments. The use of standardized OPCR templates and 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, is however, not feasible due to the peculiarity of the functions of their offices. Thus, instead of using a uniform OPCR template, standardized criteria and percentage weights per criteria per different groups of delivery units shall be used in ranking of these administrative units, as follows:

<b>Grouping per category</b>	<b>Criteria</b>	<b>Percentage Weight (Maximum)</b>
<b>I. Administrative Units</b>	<b>1. Attainment of Mandated Outputs/Accomplishments (70%)</b>	
	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	
	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%
	<b>TOTAL PERCENTAGE WEIGHT</b>	<b>100%</b>

The academic departments are expected to perform functions in instruction 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%
	<b>TOTAL PERCENTAGE WEIGHT</b>	<b>100%</b>

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 they 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%
	<b>TOTAL PERCENTAGE WEIGHT</b>	<b>100%</b>

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 as calibrated by their respective department heads as provided for in the VSU enhanced SPMS, 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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