

ILOILO STATE COLLEGE OF FISHERIES
Tiwi, Barotac Nuevo, Iloilo

Guidelines for Ranking Delivery Units and Employees
for the Grant of Performance-Based Bonus (PBB) FY 2015

A. Guidelines for Ranking Delivery Units

The delivery units shall refer to the five (5) campuses of the Iloilo State College of Fisheries. The percentage contribution of each campus in the accomplishment of the targets indicated in the GAA shall be ranked within each MFO. The same as in 2014 percentage weight distribution for each MFO shall be observed to rank the five campuses;

- 35% - MFO 1 Higher Education Services
- 35% - MFO 2 Research
- 20% - MFO 3 Technical Advisory Extension Services
- 5% - STO, Support to Operations
- 5% - GASS, General Administration and Support Services
- 100%

B. Guidelines for PBB Ranking of Employees

The following Guidelines for PBB Ranking of Employees were developed in 2013. It was reviewed and improved with acceptable revisions implemented in 2014. The same shall apply for faculty during the second semester, AY 2014-2015 and January – June 2015 for the support staff.

To pilot test the Strategic Performance Management System (SPMS) submitted to the Civil Service Commission for review and approval in consonance with CSC MC No. 6, s. 2012 and CSC MC No. 13, s. 1999, the SPMS cycle shall be followed by the support staff for their performance rating on the First Semester, AY 2015-2016 and July-December 2015 for the support staff.

I. Academic Faculty

The members of the academic faculty shall be classified as full-time faculty and faculty with administrative functions.

1. A full-time faculty focused on instruction. This however shall not prevent a faculty from having other functions as research, extension and production. The performance rating shall cover the following:

- 60% Teaching effectiveness. The QCE instrument for instruction shall be used and to be rated by the following:

Rater	Percentage Weight
Students	25%
Peer	25%
Self	25%
Dean	25%

- 40% Professionalism . The professionalism shall include:

- 25% committee involvement and institutional programs, projects, activities, research, extension, production
- 10% submission of reports
- 5 % attendance to official activities

- Please refer to the specific criteria for a full time faculty.

2. A faculty with approved designation for administrative function shall be rated as follows:

50% of a full-time faculty; and

50% of administrative function. The CSC rating instrument shall be used for administrative function and shall be rated by the following:

<u>Rater</u>	<u>Percentage Weight</u>
Supervisor	30%
Peer	20%
Self	25%
Subordinate	<u>25%</u>
	100%

There shall be two categories of performance to be evaluated.

70% Performance output or work accomplishment. These are expressed specifically in terms of quality of work accomplished, the accuracy of such work and its timeliness.

30% Professionalism in the work place or job-related behavior. This refers to identified behaviors, which are deemed essential in accomplishing the employee's assigned task or work.

SPECIFIC CRITERIA FOR PROFESSIONALISM OF A FULL TIME FACULTY

Performance is measured by verifiable, observable, credible, and sustainable indicators.

25% Involvement to Institutional Programs, Project, Activities

1. Accreditation
2. Research
3. Extension and Community Service
4. Production
5. Participation to Ad hoc committees

10% Submission of reports/requirements

1. Syllabus/IGs
2. Class Record (Photocopy)
3. Instructional Materials duly approved by the IMDC
4. Samples of Examinations with Table of Specifications
5. Grade Sheets
6. Semestral Report
7. DTR
8. Inventory
9. SALN
10. Liquidation report

Rating for Submission of Requirements

Description	Points
Submit requirements on or before the deadline	5
Submit requirements 1 – 2 days after the deadline	4
Submit requirements 3 – 4 days after the deadline	3
Submit requirements 5 – 6 days after the deadline	2
Submit requirements 7 days or more after the deadline	1
Not submitted	0

- 5% Attendance to official activities
1. Attendance to School Programs
 2. Attendance to Meetings
 3. Attendance to Flag Ceremony
 4. Wearing of Prescribed Uniform

Rating for Attendance to Meetings/ Programs/ Activities

Description	Points
Perfect Attendance	5
1 – 2 Absences	4
3 – 4 Absences	3
5 – 6 Absences	2
7 or more Absences	1
No Attendance	0

Rating for Wearing of Prescribed Uniform

Description	Points
Everyday (Monday – Thursday)	5
Thrice a Week	4
Twice a Week	3
Once a Week	2
Not in Uniform (Monday – Thursday)	1

II. CRITERIA FOR RANKING OF ADMINISTRATIVE AND SUPPORT STAFF

70%	Performance Evaluation System (Approved by CSC)
15%	Committee Involvement to Institutional Programs, Project and Activities
10%	Submission of Accomplishment Report
<u>5%</u>	Attendance to official activities
100%	Total

III. FINAL AVERAGE RATING

To obtain the final average rating, add the ratings of the two rating periods and divide by 2.

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