

Republic of the Philippines  
**ILOILO STATE COLLEGE OF FISHERIES**  
Tiwi, Barotac Nuevo, Iloilo

**Guidelines for PBB Ranking of Employees**

I. Academic Faculty

The members of the academic faculty shall be classified as:

- A. Full-time faculty; and
- B. 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:

<u>Rater</u>	<u>Percentage Weight</u>
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 quantity of work accomplished, the quality 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 (following the prescribed format 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
5%	Attendance to official activities
100%	Total

Prepared on-behalf of PBB Local Point Persons:

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Approved:

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