

System of Ranking of Delivery Units of Camiguin Polytechnic State College

There are 5 Delivery Units Identified:

Delivery Units		
Ranking	Performance Category	Number of Delivery Units
10%	Best	1
25%	Better	1
65%	Good	3

The 5 Delivery Units are:

1. Office of the College President:
 - College & Board Secretary
 - Quality Assurance
 - Planning Office
 - Physical Plant Dev't Office
 - Gender & Devt Office
 - TESDA – CPSC Coordinating Office
2. Office of the VPAA (including the 5 Deans)
3. Academic Services (All Faculty members)
4. Student Services: Registrar, Library, Medical, Guidance, Sports & Socio-Cultural, NSTP Coordinator
5. Administration: HR, Supply, General Services, Budget, Accounting, Cashier, Assessment, Production

Eligibility of Individuals

Minimum of nine (9) months government service during FY 2016 and with at least "Satisfactory" rating will be eligible to the **full PBB grant**. Minimum of three (3) but less than nine (9) months and with at least "Satisfactory" rating shall be prorated corresponding to the length of service.

Length of Service		% of PBB Rate
8 months but less than 9 months	-	90%
7 months but less than 8 months	-	80%

6 months but less than 7 months	-	70%
5 months but less than 6 months	-	60%
4 months but less than 5 months	-	50%
3 months but less than 4 months	-	40%

PBB rates of individuals shall depend on the performance ranking of the delivery unit where they belong.

Based on the individual's monthly basic salary as of December 31, 2016.

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

Or Php5,000 if the PBB % of monthly basic salary is lower than Php5,000.

HOW THE DELIVERY UNITS ARE FORCED RANKED

The Office Performance Commitment and Review Form will be used in the determination of the performance rating of offices/delivery units while the Individual Performance Commitment and Review Form prepared by concerned employees and conformed by their unit heads was used in determining the rating of employees.

The different delivery units identified are composed of different offices, in which some offices have only one regular employee (like the Planning Office, Board & College Secretary Office, etc). Thus, the five (5) delivery units will be ranked based on the average of all performance ratings of employees in each delivery unit. These are the general ratings from their Individual Performance Commitment Review (IPCR) evaluation. This is the Strategic Performance Management System tool used by the college for organizational effectiveness and performance evaluation of all its personnel. The higher the average rating of the delivery unit, the higher the ranking.

The Best, Better, Good Delivery Units will be determined by forced ranking. The delivery unit with the highest average rating will be declared "BEST", the delivery unit with the second highest average rating will be the "BETTER", while the remaining 3 delivery units which qualified will be considered "GOOD".