

Annex 8


**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2019 PERFORMANCE BASED BONUS (PBB)**

We ranked the academic delivery units using the Individual Performance Commitment and Review (IPCR) of faculty and accomplishment of colleges in terms of instruction research and extension.

For the administrative delivery units, we tabulated the IPCR of all permanent staff, grouped them according to nature and functions of their office and used the average of ratings to rank these delivery units.


BENJIE G. INGCO
Head of HR

Date: October 1, 2019


MARITA R. CANAPI Ed.D
University President
University of Rizal System

Date: October 1, 2019

Individual Performance Commitment and Review (IPCR)

I, NAME, POSITION, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____.

NAME
Position

APPROVED BY:

	DATE		
--	------	--	--

Director

MFO	Success Indicators (Targets + Measures)	Division/ individuals Accountabl e	Actual Accomplishments / Expenses	RATING				Remarks
				Q	E	T	A	
STRATEGIC OBJECTIVES								
CORE FUNCTIONS								
SUPPORT FUNCTION								

Average Rating

Category	MFO	RATING
Strategic Objectives		
Core Functions		
Support Functions		
Total Overall Rating		
Final Average Rating		
Adjectival Rating		

Assessed by:	Date	Final Rating	Date
Performance Management Team			

Individual Performance Commitment Review (IPCR)
for FACULTY MEMBERS

I, _____ NAME _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ First Semester, School Year 2019.

APPROVED BY:

DATE

Dean

Campus Director

MFO	Success Indicators (Targets + Measures)	Division/ Individuals Accountable	Actual Accomplishments / Expenses	RATING					Remarks
				Q	E	T	A		
SO I PROMOTING QUALITY EDUCATION									
1. Dissemination of Vision, Mission, Goals and Objectives	100% dissemination of Vision, Mission, Goals and Objectives .								
SO II PRODUCING COMPETENT AND COMPETITIVE GRADUATES									
1. Graduates	Number of Graduates in the Program over Total Number of Students Enrolled in the Program X 100								
2. Performance in Board and Other Government Examinations	Number of Passers over Total Number of Takers X 100 (First Takers)								
3. Employability of Graduates	Number of Graduates Employed over Total Number of Graduates X 100								
SO III ENHANCING STUDENT DEVELOPMENT SERVICES									
Class/Organization Advising	One (1) Class/Organization per Semester								
Involvement in student activities	Three (3) Activities per Semester								
SO IV- ENHANCING THE COMPETENCIES AND PROFESSIONALISM OF FACULTY AND STAFF									
Upgrade personal and professional status through attendance to seminars, trainings and conferences (all levels)	One (1) relevant seminars, trainings, conferences and workshops and others attended (all levels) per semester								
Pursue/complete relevant advanced education	Units Earned in Relevant Advanced Education								
Engage in the preparation, compilation, packaging of Accreditation Documents	No. of Tasks Performed								
Membership to professional organization	One (1) membership to professional organization per semester								
SO VI- IMPROVING THE QUALITY, RELEVANCE AND RESPONSIVENESS OF ACADEMIC PROGRAMS									
Program Accreditation	Number of Tasks Performed								
International Organization for Standardization	Number of Tasks Performed								
Program Certification	Number of Tasks Performed relative to the program assigned								
Program Recognition	Number of Tasks Performed								
SO VIII- ENHANCING RESEARCH PRODUCTIVITY									
Research Activities	Involvement/Participation in One (1) research activity								
SO IX- PROVIDING RESPONSIVE AND SUSTAINABLE EXTENSION SERVICES									
Extension Activities	Involvement/Participation in One (1) extension activity								
CORE FUNCTIONS									
1. Lesson Accomplishment	100% Lessons accomplished over total number of lessons reflected in the syllabus								
2. Instructional Materials Development	Developed and utilized one (1) set of Instructional Materials per semester								

3. Preparation and Submission of:									
a. Syllabus	Number of Syllabus submitted within the week before the opening of classes over Total Number of Course Preparation X100								
b. Term Examination with Key & TOS	Number of Examinations submitted within the week before the scheduled examination over Total Number of Course Preparation X 100								
c. Grade sheet	Number of Gradesheets submitted a week after the scheduled final examination over Total Number of Subjects Handled X 100								
4. Student Academic Performance	Number of students passed over Total Number of Enrolled Students X 100								
5. Consultation with Students	Advised ten (10) students per semester								
6. Engagement in Academic Council Meetings/In-Service Trainings/Staff Development and other professional development activities	100% attendance to scheduled Professional Development Activities/Meetings								
7. Classroom Management	100% evidence of cleanliness and orderliness								
8. Regular and prompt attendance to assigned classes	100% attendance and punctuality to assigned classes								
SUPPORT FUNCTIONS									
1. Expert Services Rendered	Three (3) expert services rendered per semester								
2. Committee Assignment	Three (3) committee assignments per semester								
3. Environmental Stewardship.	Involvement in one (1) Environmental Related Activity								
4. GAD Projects, Activities and Programs	Involvement in one (1)GAD Projects, Activities and Programs perSemester								
5. Submit Required Documents	100% of documents submitted on or before set due date								
6. Wears the University prescribed Uniform	Observed 100% wearing of university prescribed uniform								
7.Attends to flag raising and/or Flag Retreat	Attended 100% of flag raising/or flag retreat								
Average Rating	MFO	Rating							
	Category								
	Strategic Objectives								
	Core Functions								
	Support Functions								
	Total Overall Rating								
	Final Average Rating								
	Adjectival Rating								
	Assessed by:	Date	Final Rating			Date			
	Performance Management Team								