



Republic of the Philippines  
**NORTHWEST SAMAR STATE UNIVERSITY**  
6710 Calbayog City

**GUIDELINES ON FORCED RANKING OF ALL OFFICIALS AND EMPLOYEES FOR THE  
GRANT OF 2015 PERFORMANCE BASED BONUS (PBB)**


1. All officials and employees of the University holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM approved contractual staffing pattern of the agency are qualified for the grant of the 2015 PBB.
  - 1.1 Must have rendered at least three (3) months of actual service for the year ending December 31, 2015;
  - 1.2 Must have received with at least "Satisfactory" rating based on the CSC approved Strategic Performance Management System (SPMS);
  - 1.3 Must have no outstanding cash advance/s as of December 31, 2015; and
  - 1.4 Must have complied with the submission of SALN per RA 6713.
2. The average employee rating for the two (2) rating periods of FY 2015 (January to June; July to December) based on the CSC approved SPMS shall be the basis for the forced ranking.
3. Employees who failed to submit performance rating in any of the two rating periods for the year shall not be illegible for the grant of PBB 2015.
4. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the 2015 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.
5. An employee who has rendered a minimum of nine (9) months of actual service during the FY 2015 shall be eligible to the full grant of the PBB.
6. An employee who rendered a minimum of three (3) months of actual service but less than nine (9) months of actual service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis. The PBB of employee shall be pro-rated according to the actual length of service rendered, as follows:

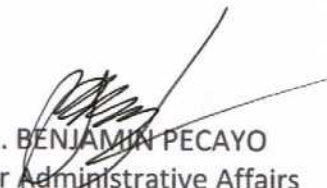
Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine month actual service requirement to be considered for PBB on a pro-rated basis:

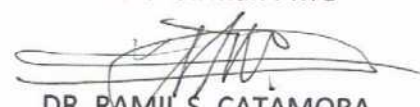
- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity and/or Paternity Leave;
- f. Sick/Vacation Leave with or without pay;

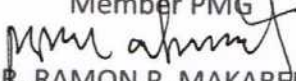
- g. Scholarship/Study leave; and
  - h. Sabbatical leave.
7. The University President shall not be included in the forced ranking of individuals but the amount of PBB to be received shall be based on CHED Memorandum Order No 4, s. 2015.
  8. Issues, concerns and complaints shall be submitted in writing to the Performance management Group (PMG) which shall review and make recommendations 15 calendar days upon receipt of the said issue/concern/complaint.
  9. Recommendations of the PMG shall be forwarded to the University President which shall act on the recommendation 15 calendar days upon its receipt.
  10. The decision of the University President shall be final and executory.

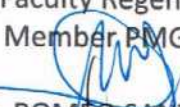
  
 DR. MARIETTA L. ESPINA  
 VP Research and Extension  
 Chairman PMG

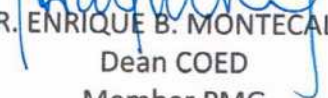
  
 DR. BENJAMIN PECAYO  
 VP for Administrative Affairs  
 Vice Chairman PMG

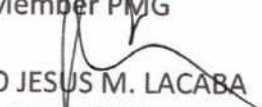
  
 DR. FE C. MONTECALVO  
 VP for academic Affairs  
 Member PMG

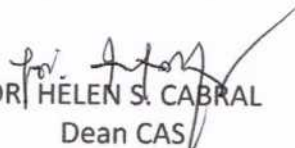
  
 DR. RAMIL S. CATAMORA  
 Faculty Regent  
 Member PMG


  
 MR. RAMON P. MAKABENTA  
 Admin Officer III-HRMO  
 Member PMG


  
 DR. ROMEO SANTOS  
 Dean CET  
 Member PMG


  
 DR. ENRIQUE B. MONTECALVO  
 Dean COED  
 Member PMG


  
 DR. LEO JESUS M. LACABA  
 Dean COM  
 Member PMG

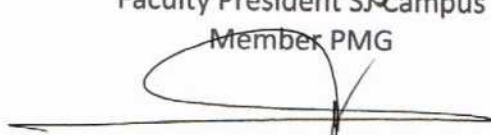
  
 DR. HELEN S. CABRAL  
 Dean CAS  
 Member PMG

  
 DR. NANCY L. GETALADO  
 Dean CIT  
 Member PMG

  
 DR. MARIA ORAYA  
 Campus Dir. SJ Campus  
 Member PMG

  
 MRS. NILDA C. JAMIN  
 Faculty President SJ Campus  
 Member PMG

  
 MR. ARTEMIO A. MANCOL  
 Budget Officer  
 Member PMG

  
 MR. WILFREDO A. AUREA  
 Planning Officer  
 Secretary PMG