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Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**

Nayon, Lamut, Ifugao

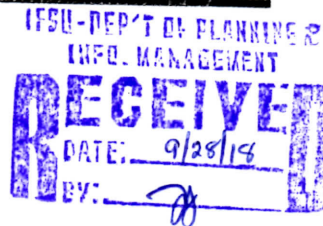
IFSU Main Campus  
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Date: 9/27/2018

By: [Signature]

president@ifsu.edu.ph 2018-09-27

*Office of the President*



**MEMORANDUM ORDER NO. 70, s. 2018**

**TO** : All Administrative Council (ADCO) Members  
**SUBJECT** : Updated System of Ranking and Rating of Delivery Units  
**DATE** : September 25, 2018

In the University's pursuit for excellence and in line with Memorandum Circular No. 2018-1 by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring and Information and Reporting Systems (A.O. 25 s. 2011), the System of Ranking and Rating of Delivery Units is hereby updated.

**1. Rationale**

- 1.1 The Ifugao State University follows the Results-based Performance Management System (RBPMS) in aligning its goals to the societal and sectoral goals, in monitoring and evaluating its performance based on the prescribed indicators and physical targets, and in monitoring and evaluating the performance of the delivery units and individuals in each delivery unit of the University.
- 1.2 In 2011, Administrative Order No. 25 was signed creating the Inter-Agency Task Force (IATF) to harmonize the national government performance monitoring and information system to raise transparency in governance. The task force members are NEDA, DOF, Office of the President, DBM, and the Presidential Management Staff with government various oversight agencies and the Development Academy of the Philippines as Technical Secretariat or the AO 25 Secretariat.
- 1.3 The AO 25 was created with the following objectives:
  - Rationalize, harmonize, streamline, simplify, integrate and unify the efforts of government agencies relative to the National Leadership's Agenda.
  - Establish a unified and integrated Results-Based Performance Management System (RBPMS)
  - Use RBPMS as basis for determination to performance-based allowances, incentives, or compensation of personnel.
- 1.4 In 2012, the Executive Order No. 80 was signed directing the adoption of the Performance-Based Incentive System (PBIS) for Government Employees. The PBIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance.
- 1.5 The RBPMS uses a comprehensive framework that cuts across several performance management levels. It defines various levels of achievements from individual, then collectively to bureau and organizational level, which together lead to different sectors that ultimately impacts the society. Through the RBPMS, every individual employee of the government can see himself/herself in the workplan to achieve societal goals.





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**2. Terms:**

- 2.1 Delivery Units (DU) – pertains to division level offices in the University's organizational structure headed by the University President, vice Presidents and Campus Executive Directors
- 2.2 Service Units (SU) – pertains to Colleges and Service Departments headed by College Deans and Department Directors respectively

**3. Force-Ranking of Delivery Units**

- 3.1. Upon eligibility for the PBB, delivery units of the University shall be forced-ranked according to the following categories per IATF Memorandum Circular 2018-1, Section 8.1:
  - Top 10 -% - Best Delivery Unit
  - Next 25% - Better Delivery Unit
  - Next 65% - Good Delivery Unit

**4. PBB Rates**

- 4.1. Per IATF Memorandum Circular 2018-1, Section 9.1, the PBB rates of eligible individual employees shall be based on the performance ranking of the individual's bureau or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the following:
  - Best Delivery Unit - 65% of Monthly Basic Salary
  - Better Delivery Unit - 57.50% of Monthly Basic Salary
  - Good Delivery Unit - 50% of Monthly Basic Salary

**5. Rating Scales for OPCR and IPCR Assessment**

- 5.1. The rating scale used in assessing OPCR's and IPCR's is based on the following table as provided in the University SPMS:

Rating Scale for the Overall Rating	Rating Scale for the Individual Targets	Adjectival Equivalent	Description
4.51 – 5.00	5	Outstanding	Exceeded the target by at least 30%
3.51 – 4.50	4	Very Satisfactory	Exceeded the target by at least 15 – 29%
2.51 – 3.50	3	Satisfactory	Met the target of 100 -114%
1.51 – 2.50	2	Unsatisfactory	Accomplished target by 51 – 99%
1.00 – 1.50	1	Poor	Accomplished target by 50% and below

**6. Set of Delivery Units**

- 6.1. The following are the delivery units and the corresponding heads of delivery units:

Delivery Unit	Head of Delivery Unit
Office of the President	University President or designated representative
Office of the Vice President for Administration and Finance	Vice President for Administration and Finance
Office of the Vice President for Academic Affairs	Vice President for Academic Affairs
Office of the Vice President for Research and Development, Extension and Training	Vice President for RDET



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Office of the Vice President for Planning and Resource Generation		Vice President for Planning and Resource Generation
Office of the Campus Executive Director - Main Campus		Campus Executive Director, Main Campus
Office of the Campus Executive Director - Lagawe Campus		Campus Executive Director, Lagawe Campus
Office of the Campus Executive Director - Potia Campus		Campus Executive Director, Potia Campus
Office of the Campus Executive Director - Tinoc Campus		Campus Executive Director, Tinoc Campus
Office of the Campus Executive Director - Aguinardo Campus		Campus Executive Director, Aguinardo Campus
Office of the Campus Executive Director - Hapao Campus		Campus Executive Director, Hapao Campus

### 7. Service Units

7.1. The colleges and service departments that belong to each of the Delivery Units are identified based on the organizational structure of the University.

### 8. Identification of the Individual's Service Unit and Delivery Unit

8.1. The delivery unit where individual employees belong are identified through the list issued by the HRD Office.

### 9. No More Ranking of Individuals within a Delivery Unit

9.1. There is no longer a ranking of individuals within a delivery unit per IATF Memorandum Circular. Nonetheless, the IPCR still needs to be submitted by individual employees for performance evaluation.

### 10. Procedure for Submission and Assessment of OPCR

10.1. The SU (college or service department) submits its SU-OPCR to the HDU on the prescribed schedule of OPCR submission.

10.2. The HDU checks, reviews, assesses the SU-OPCR annual targets and the actual accomplishments quarterly, semi-annually, and annually. Supporting evidences from the SUs are checked and verified by the concerned HDU as member of the Performance Management Team (PMT).

10.3. The HDU collates/summarizes the SU-OPCRs of service units under his/her jurisdiction to be used in preparing the DU-OPCR.

10.4. The HDU submits the DU-OPCR targets and actual accomplishments to the PMT Secretariat on the prescribed schedule of submission for monitoring and evaluation and in preparation for the PMT Review Conference.

10.5. The HDU presents the collated/summarized DU-OPCR in the PMT Review Conference for initial assessment. Supporting evidences shall be verified by the PMT during the Conference.

10.6. The PMT rates the DU-OPCR and endorses to the University President for the final rating.



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**11. Schedule of Submission of Performance Reports for FY 2018**

The following schedule for the submission of performance reports (per approved PMT proposal for FY 2018) should be strictly observed:

11.1. OPCR

Performance Report	Target	Actual Accomplishment			
		Q1	Q2	Q3	Q4
DU – OPCR	March 16	April 13	July 13	Oct. 12	Jan. 11
SU – CPCR	March 16	April 6	July 6	Oct. 5	Jan. 4

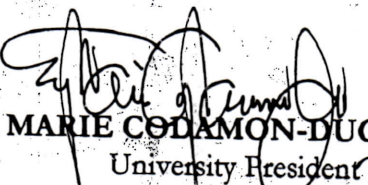
11.2. IPCR

Performance Report	Target	Actual Accomplishment	
		January - June	July - December
IPCR -- All permanent employees	March 23	July 20, 2018	Jan. 18, 2019
IPCR – on COS faculty and staff	Within 5 days upon hiring (per contract)	Last day of work per contract	

**12. Information and Communication**

12.1. The Performance Management Team (PMT) is tasked to disseminate this updated System of Ranking and Rating of Delivery Units, ensure its posting in the Transparency Seal page of the IFSU website on or before October 1, 2018.

For the information and guidance of all.

  
**EVA MARIE CODAMON-DUGYON, Ph. D.**  
 University President

*Cc: All ADCO Members and other University Officials, PMT, Records Office, File*

