



DON HONORIO VENTURA STATE UNIVERSITY
Bacolor, Pampanga

ANNEX 8

GUIDELINE/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF F.Y. 2019 PBB

The system of ranking of delivery units was based on the guidelines specified on AO25 Memorandum Circular No. 2011-1 dated September 03, 2019 which provided that bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

As provided in Item 3.4, agency has given authority to cluster the delivery units based on similarities of functions and responsibilities provided that the overall ranking distribution for Best and Better delivery units shall not exceed 10% and 25%, respectively, of the total delivery units in the department/agency. For this reason-Five Delivery units, namely: DU1-Higher Education Services, DU2-Research, DU3-Extension, DU4-Support to Operations and DU5-General Administration and Support Services have been identified to comprise its unit/s, division/s and office/s under such cluster/s (Higher Education Services, Research, Extension, STO and GASS) tasked to deliver quality services concerning Major Final Outputs as mandated. To facilitate objective results, officials and employees that belong to each delivery unit shall be forced ranked accordingly with the following criteria and corresponding weighted points, vis-à-vis: SPMS Rating for FY 2019, weight-60%; Mean Performance Rating of the Delivery Unit he/she belongs based in PIs with concentration on the degree of contribution such official employee has extended in the delivery of the actual PI accomplishment, weight-20%; and Plus Factors as rated by the

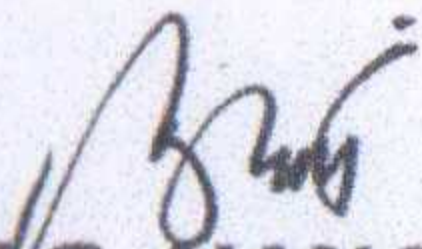
DU 3 (Extension and Training Services)	1. EXTENSION 2. TRAINING								
DU 4 (GASS)	1. Finance Services								
	2. Admin Services								
	3. Planning and Development								
	4. University Registrar								
	5. International Partnerships and Alumni Affairs								
	6. Disaster, General Services and Security								
	7. Physical Plant and Facilities								
	8. Quality Assurance								
	9. Public Information								
	10. Auxiliary Services								
DU 4 (STO)	1. Student Affairs								
	2. Student Services								

	3. Admission Career and Guidance								
	4. Sports and Development								

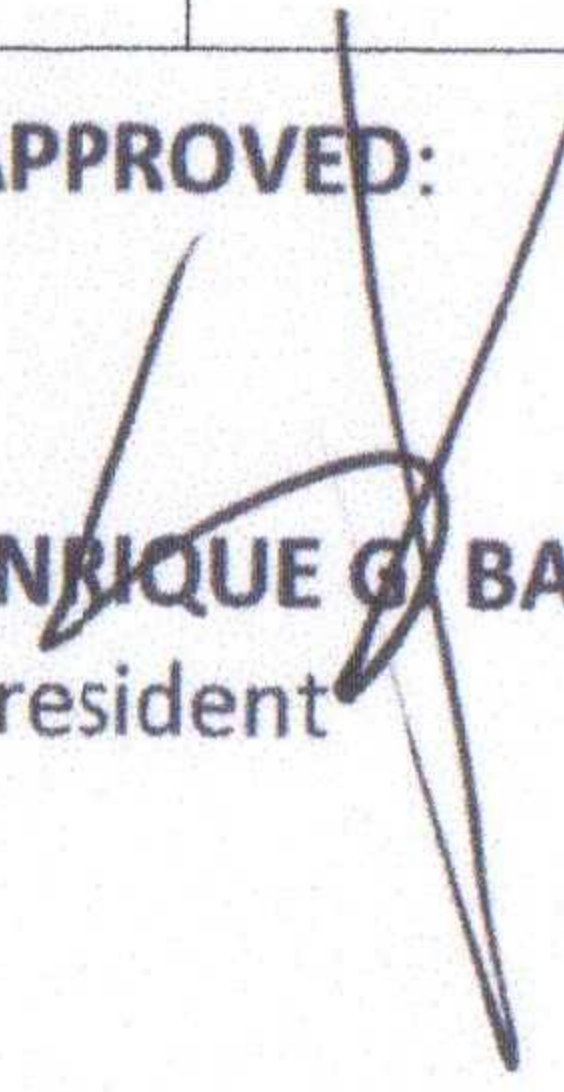
C. CRITERIA AND BASIS OF RANKING THE DELIVERY UNITS

Delivery Units	Mean Percentage Increase (above 90%) on Accomplishments based on Performance Indicators (60%)	Weighted points	Degree/Extent of Participation (No. Faculty Members/ Non-teaching Personnel) within the DUs (20%)	Weighted Points	Mean Performance Rating (SPMS Rating of all personnel within the DU) FY 2015 (20%)	Weighted Points	Total Weighted Points	Ranking of the Delivery Units
<i>Higher Education</i>								
DU 1 – Higher Education Services								

Prepared by:


MELY G. LIANGCO
 Head of HR

APPROVED:


ENRIQUE G. BAKING, Ed.D.
 President