

RIZAL TECHNOLOGICAL UNIVERSITY
Boni Avenue, Mandaluyong City

**GUIDELINES FOR RANKING DELIVERY UNITS AND INDIVIDUALS RELATIVE TO
THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2018**

PURPOSE

This guideline is issued to provide the system of identifying and determining the delivery units in the University which, if eligible shall be forced ranked for purposes of the grant of FY 2018 Performance-Based Bonus (PBB) pursuant to IATF Memorandum Circular No. 2018-1 dated May 28, 2018.

COVERAGE

This guideline shall cover all officials and employees of Rizal Technological University holding regular plantilla positions.

GENERAL GUIDELINES

1. Delivery Units/Colleges that meet the criteria and conditions under Section 4.0 of IATF Memorandum Circular No. 2018-1 dated May 28, 2018 are eligible to the FY 2018 PBB. Colleges/Departments shall be forced ranked according to the following categories as stated in Section 8.1 of the Circular:

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

2. For purposes of considering Delivery Units, the following are regarded as independent Delivery Units:

- 2.1 Graduate School
- 2.2 College of Education and Institute of Physical Education
- 2.3 College of Arts and Sciences
- 2.4 College of Engineering and Industrial Technology
- 2.5 College of Business and Entrepreneurial Technology
- 2.6 Administrative and Financial Services

3. To determine the Best, Better and Good Delivery Units, each of the delivery unit shall be ranked according to the accomplishment of their Performance Targets as per general Average reflected on Form 1.

4. After the ranking for the delivery unit is completed, employees/individuals rate will be determined next. Their PBB rate will be based on the ranking of the delivery unit where they belong pursuant to Section 9.1 of IATF Memorandum Circular No. 2018- 1:

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit	65%
Better Bureau/Office/Delivery Unit	57.5%
Good Bureau/Office/Delivery Unit	50%

5. To be eligible in the FY 2018 PBB, employees/individuals should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS).