

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency)

All officials and employees (teaching and non-teaching personnel) of Aurora State College of Technology holding plantilla positions and casual employees shall be evaluated in determining qualified personnel for the grant of Performance Based Bonus (PBB) 2015 as follows:

1. The Officials and employees have rendered of at least nine (9) months of service for the year 2015.
2. Employees belonging to the First and Second level positions should have a rating of at least Satisfactory for two (2) consecutive semesters under the existing Performance Evaluation System of the College as approved by the Civil Service Commission (CSC).
3. Employees currently on Study Leave with pay shall be included in the ranking provided that their GPA per semester is equivalent to satisfactory or higher.
4. Employees found guilty of administrative and/or criminal cases filed against them and meted penalty is reprimand is entitled for the PBB (higher penalty means disqualification).
5. The Officials and employees of the College qualified for the PBB based on the criteria and conditions set shall be as follows, to wit:

For the Best and Better Bureaus:


Ranking

- Top 15%
- Next 30%
- Next 55%

For the Good Bureaus:

Ranking

- Top 10%
- Next 25%
- Next 65%


MARIA LUCIA A. RAMOS
Head of HR

Date: 11/5/15

Individual Performance Category

- Best Performer
- Better Performer
- Good Performer

Individual Performance Category

- Best Performer
- Better Performer
- Good Performer


DORACIE B. ZOLETAN, Ph.D.
Department Agency/Head

Date: Nov 5, 2015