

CENTRAL PHILIPPINES STATE UNIVERSITY

Kabankalan City, Negros Occidental

System for Ranking and Rating of Bureau or PBB 2016

(As approved during the Administrative Council Meeting June 6, 2016)

I. Bureau Determination

Six bureaus will make up the Instruction and one from the Non Teaching Personnel

- B1 College of Animal Science and Computer Studies
- B2 College of Agriculture
- B3 College of Teacher Education, Business Education
- B4 College of Arts and Sciences and Criminal Justice Education
- B5 College of Engineering, and Forestry
- B6 Extension Campuses
- B7 Non Teaching Personnel to Operation Offices and General Administration and Support Services Offices)

II. Evaluation Process

A. Steps for Ranking of Bureau/ and Delivery Unit

- The rate of accomplishment of each bureau will be computed using the formula = $(\text{Accomplishment} / \text{Target}) * 100\%$. This will be computed for all the Performance Indicators for all MFO's
- The rate of Accomplishment will then be multiplied by the Corresponding weight given to each Performance Indicator, summarized below, (Bureau 1-6, will use MFO 1 while Bureau 6 will use the PI for STO and GASS

Breakdown of the Corresponding weights per Performance Indicator	
Performance Indicator	Weight

For Bureaus 1 to 6

MFO 1: Instruction (35%)

PI 1: Total number of graduates	15%
PI 2: % of total graduates that are in priority/mandated courses	10%
PI 5: Percentage of graduates who finished their academic programs according to the prescribed timeframe	10%

* As per agreement PI 3 and 4 will not be included to have Uniformity in the Evaluation as some Bureau do not have performance for this Indicator

MFO 2: Research (35%)

PI 1: Number of research studies completed	15%
PI 2: % of research projects completed in the last three years	7.5%
PI 3 Percentage of research outputs presented in local, regional, national or international fora	7.5
PI4 Percentage of research projects conducted or completed on schedule	5%

MFO 3: Extension (30%)

PI 1: Number of persons trained (for training) weighted by length of training	10%
PI 2: Number of persons provided with technical advice	10%
PI 3: % of trainees who rate the training course as good or better	2%
PI 4: % of of trainees who rate the advisory services as good or better	2%
PI 5: % of requests for training responded to within 3 days of request	2%
PI 6: % of requests of technical advice that are responded to within 3 days	2%
PI 7: % of persons who receives training or advisory services who rate timeliness of service delivery as good or better	2%

TOTAL	100%
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For Bureau 7

Performance Indicator	Weight
Percentage of students and personnel who rate of non-academic related services	25%
Approved Procedures and Work Instructions Manual	25%
Budget Utilization Rate	25%
Submission of required documents	25%

Total **100%**

- The sum of the weighted accomplishment will be the basis for the Ranking of the Bureau and rank further based on the distribution stated on MC 2016-01

total no of Bureau	7	
Best (10%)	0.7	1
Better (25%)	1.75	2
Good (65%)	4.55	4
TOTAL	7	

III. Evaluation Committee

1. An evaluation Committee will be formed chaired by the PMT with 1 representative coming from each bureau.
2. Each bureau will be given time to submitted their accomplishment which will be verified further by the evaluation committee
3. the committee will then compute the rate of accomplishment and determine the ranking of the Bureau
4. The result will be submitted to the PMT and discussed before the final Result is made.



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