

PBB FY 2013 ORIENTATION

“The Country’s 1st PolytechnicU:





Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER
NO. 29
SERIES OF 2013

SUBJECT : SUPPLEMENTAL IMPLEMENTING GUIDELINES ON CASCADING PERFORMANCE TARGETS OF STATE UNIVERSITIES AND COLLEGES (SUCs) IN LINE WITH EXECUTIVE ORDER (EO) NO. 80 SERIES OF 2012

Pursuant to the provisions of Executive Order No. 80 Series of 2012, the Interagency Task Force (IATF) Memorandum Circular No. 2013-01 and Commission en banc Resolution Number 614-2013, CHED hereby issues these supplemental implementing guidelines on cascading performance targets (PTs) of the SUCs for FY 2013.



1. PURPOSE

- 1.1 To provide additional specific guidelines on the cascading of the SUC performance targets to the second level or pertinent delivery unit targets; and**
- 1.2 To set the timetable for submission, review and approval.**

2. PROCEDURAL GUIDELINES

- 2.1 The SUC shall start by reviewing the following:**
 - a. The SUC's FY 2012 major final outputs (MFOs), performance indicators (PIs), targets and accomplishments in line with IATF Memorandum Circular No. 2012-01;**
 - b. The MFOs, PIs and 2014 targets resulting from the restructuring of Programs/Activities/Projects (PAPs) in accordance with National Budget Circular No. 532; and**
 - c. The key program/project targets agreed with CHED particularly those related to the Public Higher Education Reform Roadmap**
- 2.2 In determining its MFOs, the SUC shall be guided by the Performance Information for each SUC under the Organizational Performance Indicators Framework (OPIF), presented in the Performance-Informed Budget Structure of the National Expenditure Program FY 2014.**
- 2.3 The SUC shall select or prioritize the three (3) most significant performance indicators (PIs) for each of the MFOs and two (2) PIs each for the Offices under Support to Operations (STO), Key Programs/Projects (KPP) and General Administration and Support Services (GASS).**



- 2.4 The selection of PIs for the MFOs and STOs for 2013 shall be guided by the list of PIs provided in Annex-A. Each SUC shall use the PIs and set targets appropriate for its level.
- 2.5 Targets shall indicate an improving trend over the 2012 accomplishments and reflect the equivalents for 2013 of the 2014 targets committed in the National Expenditure Program FY 2014.
- 2.6 The SUC shall identify the offices/colleges/units responsible for the delivery of the MFOs and KPPs and allocate among them the FY 2013 targets corresponding to the selected or prioritized PIs which are strategic to organizational goals and which will define the performance of the SUC. These cascaded office/college/unit targets shall be set on a quarterly or semestral basis to ensure the timeliness of service delivery where applicable.
- 2.7 In cascading the targets, consideration shall be given to the Public Higher Education Reform Roadmap, SUC's strategic plan, budgetary allocation and number of existing employees in the various delivery units for FY 2013.
- 2.8 The SUC shall refer to the Forms A, A1 and B for the templates on Cascading of SUC Performance Targets and include in its submissions the MFOs, PIs and PTs of the offices/colleges/units.




3. TIMELINE

The SUCs shall submit to CHED not later than September 12, 2013 both electronic and printed copies of the accomplished Forms A, A-1 and B for endorsement to the Inter-Agency Task Force – AO25 Secretariat at ao25secretariat@dap.edu.ph on or before September 15, 2013.

4. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

For the Commission:


PATRICIA B. LICUANAN, Ph.D.
Chairperson



LIST OF SUCs MFOs/PIs:

Performance Indicators	
I. Operations	
Major Final Output 1: Higher Education Services	
All levels but with different targets	1.1 Total no. of graduates in mandated and priority programs
	1.2a. Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs covered by SUC
	1.2b. Percentage (cumulative) of accredited programs to total no. of programs
	1.3 Percentage of graduates who finished their academic programs according to the prescribed timeframe
Major Final Output 2: Advanced Educational Services	
All levels	2.1 Total number of graduates in mandated and priority programs
	2.2 Percentage of graduates who engaged in employment or whose employment status improved within 1 year of graduation
	2.3 Percentage of Students who rate timeliness of education delivery/supervision as good or better
Major Final Output 3: Research Services	
	3.1 Number of research studies completed in the last 3 years
	3.2 Percentage of research outputs presented or published
Levels I & II	3.2a. Percentage of outputs presented in local, regional, national, or international for a
Levels III & IV	3.2b. Percentage of research outputs published in recognized refereed journal or submitted for patenting/patented
	3.3 Percentage of research projects conducted or completed on schedule



LIST OF SUCs MFOs/PIs:

Major Final Output 4: Extension Services	
All levels but with different targets	4.1 Number of persons trained weighted by length of training
	4.2a. : % of trainees/adoptors who utilize the technologies in viable demonstration projects or profitable enterprises
	4.2b. Percentage of Trainees/clients who rate services rendered as good or better
	4.3a. Percentage of requests for training/technical advice responded to within 3 days of request
	4.3b. Percentage of persons given training or advisory services who rate timeliness of service delivery as good or better
Major Final Output 5: Health Services	
	5.1a. Number of patients managed
	5.1b. Number of surgeries
	5.1c. Number of in-patients bed
	5.2a. Net death rate among in-patients
	5.2b. Percentage of patients that rate the hospital services as satisfactory or better
	5.2c. Percentage of patients with hospital acquired infection
	5.2d. Percentage of relapse cases for mental and drug rehabilitation clients within 3 months after discharge
	5.3a. Percentage of out-patients medically attended to within 2 hours after registration
	5.3b. Number of weeks waiting period for elective surgery
	5.3c. Occupancy rate of in-patient beds



LIST OF SUCs MFOs/PIs:

II. Support to Operations (STO)	
	6.1 Percentage of students and personnel who availed of non-academic related services (e.g. library services, medical/dental services, guidance services, ICT services, etc.)
	6.2 Percentage of faculty and personnel enabled to pursue studies/training
III. General Administration and Support Services (GASS)	
	7.1 Percentage of actual utilization of budget inclusive of income to total operating budget
	7.2 Percentage of financial statements and reports/documents submitted to COA, CHED, DBM and other agencies within mandated time



EXPLANATIONS OF MFOs/PIs:

MFO 1. Higher Education Services

1.1 Mandated programs are those that are specifically identified in the SUC's charter; Priority programs are those decided by the Board/indicated in the SUC's Strategic Plan to be aligned with the institution's vision, and relevant to job market and national or regional development needs.

In the case of the Philippine Merchant Marine Academy (PMMA), this indicator may be nuanced to reflect its unique character, e.g. "Percentage of students who board international vessels for shipboard training and potential employment after graduation".

1.2 The SUC may choose either 1.2a or 1.2b

1.2a. This should be estimated following the steps and hypothetical example below.

Step 1. Add the total target number of SUC graduate passers and the total number of takers in all the SUC board programs,

Step 2. Compute the average percentage passing by dividing the total target number of SUC graduate passers by the total number of takers in all the SUC board programs.



EXPLANATIONS OF MFOs/PIs:

<i>SUC Board Program</i>	<i>Target # of</i>	<i># of passers takers</i>	<i>% passing</i>	<i>3 – year total national takers</i>	<i>3 – year total national passers</i>	<i>% passing</i>
LET Elem	252	52		230,097	66,248	
LET Second	269	63		208,533	63,975	
Agriculture	297	147		9,024	3,352	
Total	818	262	32.03% (262/818)	448,464	133,575	29.78% 133,575/448,464

SUC Ave % across all SUC board programs:

Total number of passers/total number of takers = $170/290 = 32.03\%$

Average national passing rate across programs covered by SUC: **29.78%**

Step 3. Divide the SUC Ave % passing rate by the 3 year average national passing rate = **Target: $32.03/29.78 = 107.55\%$**



EXPLANATIONS OF MFOs/PIs:

1.2b. To estimate this, divide the target total number of programs accredited Level 1-IV, by the total number of SUC programs (covered by Board Resolution/government authority)

	Period of validity			Total
	2011-2013	2012-2013	2013-2015	
Number of accredited programs	5	3	4	12
Total number of existing programs				20

Target: $12/20 = 60\%$

1.3. To calculate this, divide the total projected number of graduates who did not or could graduate within Maximum Residency Requirement (MRR) period, by the total number of graduates during the terms covered by the calendar year SY 2012-2013



EXPLANATIONS OF MFOs/PIs:

MFO 2. Advanced Higher Education Services

2.1 Same as MFO 1.1

2.2 This would require a graduate tracer study to determine the number of graduates of post baccalaureate diploma, Masters and doctorate degrees during the previous school year (SY) 2012-2013. Based on the results of the study, estimate the number of graduates who graduated during the said SY who found or are likely to find productive employment or whose employment status improved/will likely improve within 6 months after graduation by Dec 2013. Divide the resulting number of graduates during the said terms, then multiply the quotient by 100 to get the percentage.

Improvement in employment status may be in terms of promotion, change in status from temporary to permanent or from contractual to regular, designation to more responsible position/tasks, grant of awards or incentives in recognition of the upgraded qualification.

2.3 The SUC has to adopt a mechanism for gathering students' feedback



EXPLANATIONS OF MFOs/PIs:

MFO-3. Research Services

Choose between 3.2a and 3.2b depending on the SUC's level

3.2b. *“recognized refereed journal”* means CHED-recognized and/or SCOPUS-or ISI-indexed

MFO-4. Extension services

Choose one from 4.2a – 4.2b for a quality indicator, and one from 4.3a – 4.3b for timeliness indicator.

The following table for weights shall be used with the 8-hour or one day duration of training assigned as the base index weight of 1. Please note that the assigned weights are not proportionate to the base index. While increasing the duration increases the value added to the training, number of trainees or beneficiaries remains the same.

Length of training	Weight
<8 hours	0.5
8 hours or one day	1
2 days	1.25
3-4 days	1.5
5 days or more	2



FORM A

DEPARTMENT PERFORMANCE TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

MFOs AND PPERFORMANCE INDICATORS (1)	DEPARTMENT FY 2012 ACTUAL ACCOMPLISHMENT (2)	DEPARTMENT FY 2013 TARGET (3)	RESPONSIBLE BUREAUS/ OFFICES (4)	DEPARTMENT FY 2013 ACTUAL ACCOMPLISHMENT (5)	REMARKS (6)
A. Major Final Outputs (MFOs)/ Operations					
MFO 1: Higher Education Services					
2013 BUDGET:					
Performance Indicator 1: Total no. of graduates in mandated and priority programs					
Performance Indicator 1.2a: Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs covered by SUC					
Performance Indicator 1.2b: Percentage (cumulative) of accredited programs to total no. of programs					
Performance Indicator 1.3: Percentage of graduates who finished their academic programs according to the prescribed timeframe					



CONTINUATION OF FORM A

MFO 2: Advanced Educational Services

2013 BUDGET:

Performance Indicator 2.1: Total number of graduates in mandated and priority programs					
Performance Indicator 2.2: Percentage of graduates who engaged in employment or whose employment status improved within 1 year of graduation					
Performance Indicator 2.3: Percentage of Students who rate timeliness of education delivery/supervision as good or better					

MFO 3: Research Services

2013 BUDGET:

Performance Indicator 3.1: Number of research studies completed in the last 3 years					
Performance Indicator 3.2: Percentage of research outputs presented or published					
Performance Indicator 3.2b: Percentage of research outputs published in recognized refereed journal or submitted for patenting/patented					
Performance Indicator 3.3: Percentage of research projects conducted or completed on schedule					



CONTINUATION OF FORM A

MFO 4: Extension Services					
Performance Indicator 4.1: Number of persons trained weighted by length of training					
Performance Indicator 4.2a: % of trainees/adoptors who utilize the technologies in viable demonstration projects or profitable enterprises					
Performance Indicator 4.2b: Percentage of Trainees/clients who rate services rendered as good or better					
Performance Indicator 4.3a: Percentage of requests for training/technical advice responded to within 3 days of request					
Performance Indicator 4.3b: Percentage of persons given training or advisory services who rate timeliness of service delivery as good or better					



FORM B

DEPARTMENT TARGETS ON KEY PROGRAMS AND PROJECTS TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT _____

Key Programs/ Projects	Description of Program/Project Objectives (2)	Total Program Budget (3)	Program Budget for FY2012 (4)	Responsible Bureau/ Offices (5)	Department FY 2012 Actual Accomplishment (6)	Department FY 2013 Targets/ Milestones (7)	Department FY 2013 Actual Accomplishment (8)	Remarks (9)
Programs/ Projects (1):								
Programs/ Projects (2):								
Programs/ Projects (3):								

Prepared by:

Planning Officer
Date

Date

Budget Officer

Approved by: _____

Department Secretary/Agency Head

Date



FORM A-1

DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT: _____

BUREAU/OFFICE _____

Major Final Outputs /Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2013 TARGET for Performance Indicator 1 (3)	FY 2013 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2013 TARGET for Performance Indicator 2 (6)	FY 2013 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator 3 (8)	FY 2013 TARGET for Performance Indicator 3 (9)	FY 2013 ACCOMPLISHMENT for Performance Indicator 3 (10)	Remarks (11)
A. Major Final Outputs/Operations										
Bureau 1										
Bureau 2										
Bureau 3										
B. Support to Operations (STO)										
Bureau 1										
Bureau 2										
Bureau 3										
C. General Administration and Support Services (GASS)										
Bureau 1										
Bureau 2										
Bureau 3										
Prepared by:										
_____			_____			_____				
Planning Officer			Date			Budget Officer			Date	
Approved by:										
_____			_____							
Department Secretary/Agency Head			Date							



CLASSIFICATION OF SUB-GROUPS:

Sub – Group A: Academic Sector

Each delivery unit is composed of at least one (1) College/Branch/Campus with board programs and at least one (1) College/Branch/Campus with no board programs.

For example:

- ✓ **Colleges:** at least one (1) College with board programs and at least one (1) College with no board programs.
- ✓ **Branches/Campuses:** at least one (1) Branch/Campus with board programs and one (1) Branch/Campus with no board programs.

Sub – Group B: Administration Sector

Some offices within a sector may be combined into one delivery unit to increase the number of individual performers within a delivery unit.

- Student Services
- Research, Extension, Planning and Development
- Administration
- Finance

Note: A delivery unit must have at least ten (10) individual performers (officials and employees.)



MEASUREMENTS OF TARGET AND ACCOMPLISHMENTS

For Sub-Group A: Academic Sector

Major Final Output (MFO) 1. Higher Education Services

Performance Indicator (PI) 1. Total number of graduates in mandated and priority programs

Performance Indicator (PI) 2. Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs covered by SUC

Performance Indicator (PI) 3. Percentage of graduates who finished their academic programs according to the prescribed time

Major Final Output (MFO) 2. Advanced Education Services

Performance Indicator (PI) 1. Total number of graduates in mandated and priority programs

Performance Indicator (PI) 2. Percentage of graduates who engaged in employment or whose employment status improved within 1 year

Performance Indicator (PI) 3. Percentage of students who rate timeliness of education delivery/supervision as good or better



Major Final Output (MFO) 3. Research Services

Performance Indicator (PI) 1. Number of research studies completed in the last 3 years

Performance Indicator (PI) 2. Percentage of research outputs published in a recognized refereed journal or submitted for patenting/patented

Performance Indicator (PI) 3. Percentage of research projects conducted or completed on schedule

Major Final Output (MFO) 4. Extension Services

Performance Indicator (PI) 1. Number of persons trained weighted by length of training

Performance Indicator (PI) 2. Percentage of trainees/clients who rate services rendered as good or better

Performance Indicator (PI) 3. Percentage of persons given training or advisory services who rate timeliness of service delivery as good or better



SUPPORT TO OPERATIONS (STO)

Performance Indicator (PI) 1. Percentage of students and personnel who availed of non-academic related services (e.g. library services, medical/dental services, guidance services, ICT services, etc.)

Performance Indicator (PI) 2. Percentage of faculty and personnel enabled to pursue studies/training



For Sub-Group B: Administrative Sector

SUPPORT TO OPERATIONS (STO)

Performance Indicator (PI) 1. Percentage of students and personnel who availed of non-academic related services (e.g. library services, medical/dental services, guidance services, ICT services, etc.)

Performance Indicator (PI) 2. Percentage of faculty and personnel enabled to pursue studies/training

General Administration and Support Services (GASS)

Performance Indicator (PI) 1. Percentage of actual utilization of budget inclusive of income to total operating budget

Performance Indicator (PI) 2. Percentage of financial statements and reports/documents submitted to COA, CHED, DBM and other agencies within mandated time



Performance Categories (1)

Department Secretaries shall rank the bureaus or delivery units, including attached agencies, according to their performance following a normal distribution.

Bureaus / Delivery Units	
Distribution	Rating
10%	Best
25%	Better
50%	Good
15%	Poor

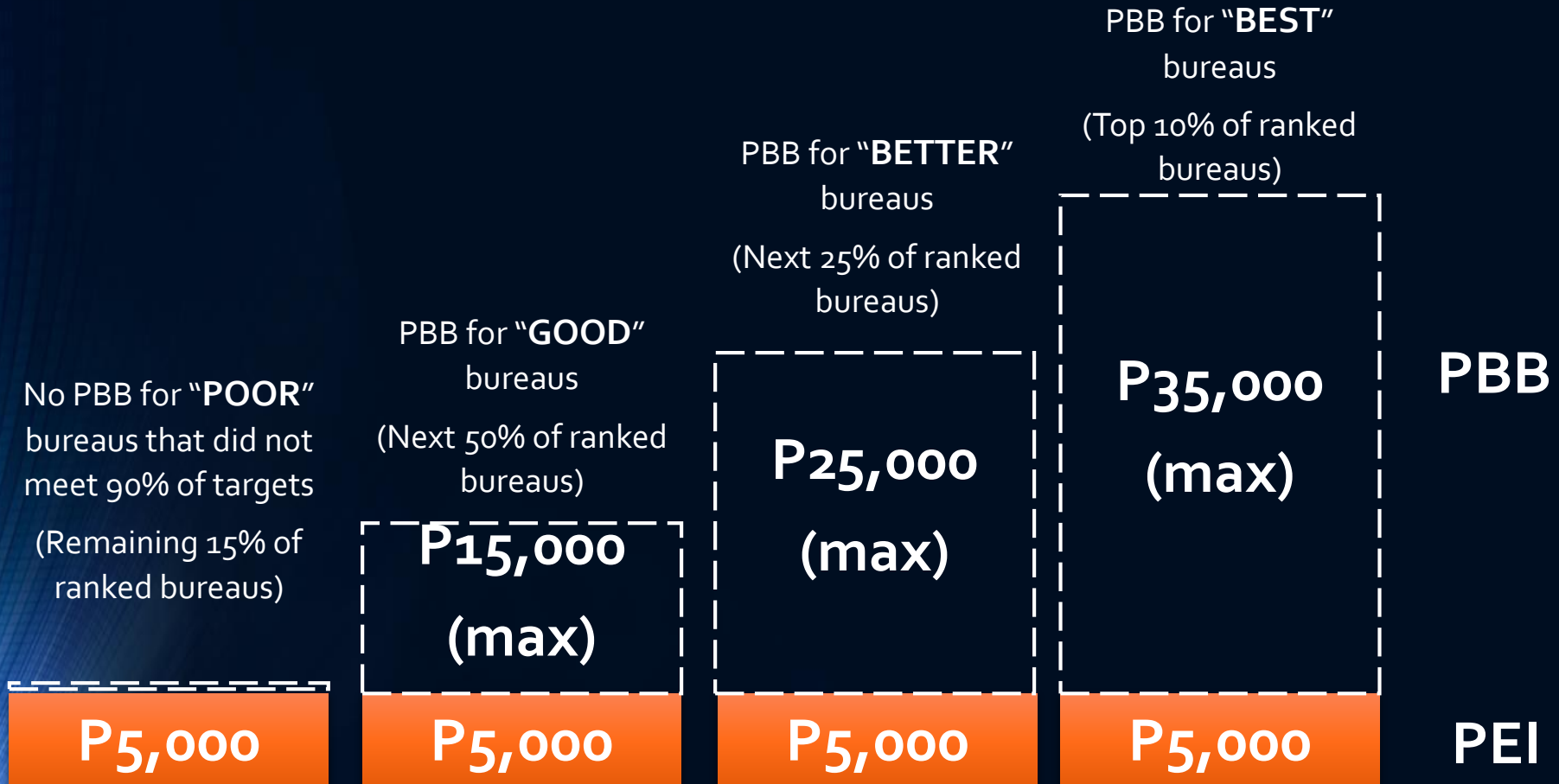
Performance Categories (2)

For 2012, the Bureau Heads shall rate employees using their respective Performance Appraisal Systems

Personnel within the Bureaus / Delivery Units	
Distribution	Rating
10%	Best
25%	Better
65%	Good

- Below Satisfactory Rating – No PBB

PBB Distribution



No PBB for Bureaus whose accomplishment is less than 90% of targets

PBB Rates of Incentives

Bureau Category	Individual Category		
	Best Performer	Better Performer	Good Performer
Best Bureau	35,000	20,000	10,000
Better Bureau	25,000	13,500	7,000
Good Bureau	15,000	10,000	5,000

THANK YOU!

