

THE PROCESS OF RANKING THE BUREAUS

A. PROCESS:

The ranking of bureaus/delivery units in Caraga State University (CSU) is based mainly on the contributions and accomplishments of these bureaus/delivery units towards the target specified in Form A of the Results-based Performance Monitoring System (RBPMS). This attribute in the system of ranking emanates from an agreed upon procedure of a composite team of internal evaluators consisting of the following:

- VP for Administration as Chairperson;
- VP for Academic Affairs as Co-chairpersons;
- VP for Research and Extension as Co-chairpersons;
- Chief Administrative Officer;
- Director of the Office for Resource Generation;
- Head of the Human Resource Management Office;
- President of the Faculty Association;
- President of the Employee Association;
- Director for the Information and Communications Technology Center; and
- Director of the Planning and Development as the secretariat of the evaluating team.

B. CRITERIA AND RATING

1. The major areas in which the bureaus/delivery units are evaluated are based on the approved CSU-SPMS, as indicated in Item VIII:

DEPARTMENT (COLLEGES)

Strategic Objectives/Priorities (SO/SP)	-	45%
Core Functions	-	45%
Support Functions	-	10%
		<hr/>
		100%

OTHER EMPLOYEES (ADMINISTRATION)

Strategic Objectives/Priorities (SO/SP)	-	45%
Core Functions	-	45%
Support Functions	-	10%
		<hr/>
		100%


2. The rating will be based on the measured accomplishment of the bureau/delivery unit per PI, with 1 as the lowest and 5 as the highest.
3. The ratings of the bureau/delivery unit per PI are calculated to get the weighted average.
4. The cumulative score of the bureau/delivery unit will determine its overall rank. This will be verified by the members of the evaluating team which is also the PMT of SPMS.

Prepared by:


TOMAS M. AUSTRAL, JR., Ph.D.

Team Secretariat
and Director for Planning and Development

Attested by:


ROLANDO M. PALUSA, Ph.D.
Co-chairperson, Evaluating Team
and VP for Academic Affairs


ROWENA P. VARELA, Ph.D.
Co-chairperson, Evaluating Team
and VP for Research and Extension


ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE
Chairperson, Evaluating Team
and Vice President for Administration
and University and Board Secretary