



CARAGA STATE UNIVERSITY

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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-chairperson;
- VP for Research and Extension as Co-chairperson;
- 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. There are eight (8) bureaus under the Academic Group and Nine (9) bureaus under the Administration group identified as follows :

Academic Group	Administration Group
Ampayon Campus	Ampayon Campus
1. College of Arts and Sciences	1. Office of the President
2. College of Agricultural Sciences and Natural Resources	2. Office of the VP for Academic Affairs
2. College of Education	3. Office of the VP for Research and Extension
4. College of Information and Technology	4. Office of the VP for Administration
5. Graduate School	5. Fiscal and Management Services
Cabadbaran Campus	6. General Services
6. College of Tourism and Hospitality Management	7. Office of the Resource Generation and Management Services
7. College of Engineering and Information Technology	Cabadbaran Campus
8. College of Industrial Technology and Teacher Education	8. Administrative - Academics
	9. Administrative - General Services



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

ACADEME GROUP

Teaching Personnel with Designation

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

Teaching Personnel without Designation

Core Functions	-	70%
Support Functions	-	30%
		100%

ADMINISTRATION GROUP

Unit Heads

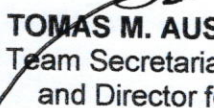
Strategic Objectives/Priorities (SO/SP)	-	45%
Core Functions	-	45%
Support Functions	-	10%
		100%

Other Employees


Core Functions	-	40%
Support Functions	-	60%
		100%

2. The rating will be based on the measured accomplishment of the bureau/delivery unit per Performance Indicators (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. Similarities of tasks and responsibilities were considered to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.
5. 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.

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