## Republic of the Philippines DEPARTMENT OF TRANSPORTATION

# MARITIME INDUSTRY AUTHORITY

OCT 23 2020



ADMINISTRATIVE ORDER No. 23-20 Series of 2020

SUBJECT:

GUIDELINES/MECHANICS FOR RANKING OF MARINA DELIVERY UNITS FOR THE GRANT OF THE FY 2020 PERFORMANCE-BASED BONUS

(PBB)

#### **BACKGROUND**

Pursuant to Executive Order (EO) Nos. 80, s. 2012 and 201, s 2016, Administrative Order (AO) No. 25 s. 2011, directing the Grant of the Performance-Based Bonus, and Memorandum Circular No. 2020-1 issued by the Administrative Order (AO) No. 25 Secretariat of the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and reporting Systems prescribing the conditions on the eligibility and procedures for the grant of the enhanced PBB, including the Ranking System to recognize different levels of performance, the following guidelines is hereby adopted:

# 1. GROUPING OF DELIVERY UNITS ACCORDING TO FUNCTIONS

- 1.1 Pursuant to Administrative Order (AO) No. 25, Circular No. 2016-2, Agencies attached to a Department or a Department level entity shall be treated separate from its parent Department and shall have a separate ranking of its delivery units.
- 1.2 Based on the above Circular, delivery units shall be grouped or clustered according to similarities of task, functions and responsibilities.
- 1.3 MARINA delivery units shall be grouped or clustered as follows:
  - 1.3.1 Office of the Administrator
    - OADM Office of the Administrator
    - ODAO Office of the Deputy Administrator for Operations
    - ODAP Office of the Deputy Administrator for Planning
    - OED Office of the Executive Director, STCW Office

The Administrator shall be ranked according to the accomplishment of MARINA's commitment and targets for FY 2020. The Office of the Administrator shall include the Office of the Deputies, and their immediate support staff.

**MARINA** Building 20th Street corner Bonifacio Drive 1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971

Fax No: (632) 524-2895 Website: www.marina.gov.ph



#### 1.3.2 Services

- Line Office includes MDS, OSS, DSS, FS, MSS, SRS, ES and STCWO
- Support Office includes MISS, MFAS, PPS, LS

### 1.3.3 MARINA Regional Offices

• Includes MARINA Regional Offices 1 to 13

#### 2. CRITERIA

2.1 The Rating for the Year-End Performance of MARINA Delivery Units shall be based on the following:

PARTICULARS  Office Performance Commitment Review	<b>RATE</b> 75%	REMARKS  OPCR Form submitted and agreed to be undertaken by each Office units
(OPCR)  Budget Utilization Rate (BUR)	25%	The BUR rating will depend on the Office utilization of the 2020 budget or percentage thereof. The percentage utilization shall have the following equivalent numerical value:    90% - 100%
TOTAL	100%	

# 3. COMPUTATION OF OFFICE RATING

The Rating of the Office shall be computed as follows:

a. OPCR Rating is 4.9

Equivalent Computed OPCR Rating 4.9 x 75% = 3.675

b. Budget Utilization Rate (BUR) is 90%

Equivalent Computed BUR

 $5 \times 25\% = 1.250$ 

**TOTAL RATING** 

= 4.925

#### 4. RANKING OF DELIVERY UNITS

**4.1** For purposes of ranking the performance of each Delivery Units in a group or cluster, the Administrative Order (AO) No.25 performance category shall be used (Office of the Administrator, Service Units and MROs) as follows:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- 4.2 In case of <u>Tie Ratings</u> for best or better delivery units, any two (2) of the following shall be applied to determine who qualifies for best or better ranking:
  - a. Rate of MFO 1 Accomplishment vs. Target (as applicable); or
  - b. OPCR Rating
- **4.3** For Support Offices, in case of <u>Tie Ranking</u> for best or better, the average ratings of the IPCR shall be used to break the tie. If the tie rating still cannot be settled, concerned units may toss a coin and the loser will automatically be placed in the lower rank.

For compliance.

VADM KOBERT A EMPEDRAD AFP (Ret)

Administrator,

nu 10/19/2020