



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.

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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	RATE	REMARKS								
Office Performance Commitment Review (OPCR)	75%	OPCR Form submitted and agreed to be undertaken by each Office units								
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: <table border="1" data-bbox="893 1196 1226 1438"><tr><td>90% - 100%</td><td>= 5</td></tr><tr><td>70% - 89%</td><td>= 4</td></tr><tr><td>50% - 69%</td><td>= 3</td></tr><tr><td>Below 50%</td><td>= 2</td></tr></table>	90% - 100%	= 5	70% - 89%	= 4	50% - 69%	= 3	Below 50%	= 2
90% - 100%	= 5									
70% - 89%	= 4									
50% - 69%	= 3									
Below 50%	= 2									
TOTAL	100%									

3. COMPUTATION OF OFFICE RATING

The Rating of the Office shall be computed as follows:

