



## MARITIME INDUSTRY AUTHORITY

### GUIDELINES/MECHANICS FOR RANKING MARINA DELIVERY UNITS FOR THE GRANT OF THE CY2016 PERFORMANCE BASED BONUS (PBB)

#### 1. LEGAL BASIS

- a. EO No. 80, s 2012 (Grant of the Performance Based Bonus)
- b. EO 201, s 2016
- c. AO 25 S. 2011
- d. AO25 Memorandum Circular No. 2016-1 (Guidelines for the Grant of the CY 2016 PBB)
- e. AO 25 Memorandum Circular No. 2016-2 (Ranking of delivery Units)

#### 2. GROUPING OF DELIVERY UNITS ACCORDING TO FUNCTIONS

- 2.1 Pursuant to AO25 Secretariat 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.
- 2.2 Based on the above Circular, delivery units shall be grouped/clustered according to similarities of task, functions and responsibilities.
- 2.3 MARINA delivery units shall be grouped/clustered as follows:

##### a) 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
- OEDS - Office of the Executive Director for STCW

The Administrator shall be ranked according to the accomplishment of MARINA's commitment and targets for CY2016. The Office of the Administrator shall include the Office of the Deputy Heads and immediate support staff. (Ref. AO 25 Memorandum Circular No. 2016-2)

##### b) Services

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

##### c) MARINA Regional Offices

Includes Regions 1 to 13



### 3. CRITERIA

3.1 The over all ratings for the year – end performance of MARINA Delivery Units shall be based on the following:

#### 1. Service Units

##### a. Line & Support Offices

Particulars	Rate	Remarks
a. Office Performance Commitment and Review	75%	Office Performance Commitment and Review (OPCR) Form submitted and agreed to be undertaken by each Office units.
b. Budget Utilization Rate	20%	<p>Utilization of the 2016 Budget:</p> <p>The rating will depend on the full utilization of the 2016 budget or percentage thereof. The numerical equivalent utilization shall be multiplied by the 20% equivalent percentage.</p> <p>90% - 100% = 5  70 % - 89% = 4  50% - 69% = 3  Below 50% = 2</p>
c. Compliance Rate on Reportorial Requirements	5%	<p>Timely submission of reports shall be rated as follows and the numerical equivalent shall be multiplied by 5%</p> <p>1. Three (3) days before deadline - 5 points  2. Two (2) days before 4 "  3. One (1) day before 3 "  4. On the deadline 2 "  5. After the deadline 0</p> <p>Get the average of the total points on the submission of reports then multiply by the corresponding equivalent percentage.</p>

Compliance rate on reportorial requirement should be considered in ranking delivery units the same way MARINA is also being rated on its compliance to reportorial requirements.

a. Maritime Regional Office (MRO)

Particulars	Rate	Remarks
a. Office Performance Commitment and Review	75%	Office Performance Commitment and Review (OPCR) Form submitted and agreed to be undertaken by each MRO Delivery units.
b. Budget Utilization Rate	20%	Utilization of the 2016 Budget:  The rating will depend on the full utilization of the 2016 budget or percentage thereof. The numerical utilization rate equivalent shall be multiplied by the corresponding percentage.  <div style="text-align: right;"> 90% - 100% = 5  70 % - 89% = 4  50% - 69% = 3  Below 50% = 2 </div>
b. Compliance Rate on Reportorial Requirements	5%	Timely submission of the reports shall be rated as follows as follows: 1. Three (3) days before deadline - 5 points 2. Two (2) days before 4 " 3. One (1) day before 3 " 4. On the deadline 2 " 5. After the deadline 0  Get the average of the total points on the submission of reports then multiply by the corresponding equivalent percentage.
TOTAL	100%.	

3.2 The concerned Office units requiring submission of the following documents shall monitor and maintain a matrix of submissions of the all concerned. The MROs has to submit items 1-5, while the CO has to submit items 1-4:

1. Monthly Accomplishment Report on MFO 1 & 2 to the MISS
2. Plans and Programs/Targets with corresponding Budget submitted to PPS, Budget, & MISS
3. Annual Procurement Plan (APP) submitted to Supply section/MFAS
4. Office Performance commitment and Review (OPCR) submitted to PPS
5. Revenue & Disbursement submitted to the Accounting Division/MFAS

#### 4. SAMPLE COMPUTATION

##### For Service Units:

a. OPCR Ratings					
OPCR Ratings	4.9	X	75%	=	3.675
b. Budget utilization					
BUR (90%)	5	X	20%	=	1.00
c. Reportorial requirements					
Average points	5	X	5%	=	0.25
<b>TOTAL RATING</b>					<b><u>4.925</u></b>

##### For MARINA Regional Office

OPCR Rating	4.9	X	75%	=	3.675
BUR (90%)	5	X	20%	=	1.00
Reportorial Requirement	5	X	5%	=	0.25
Average Points					
<b>TOTAL RATING</b>					<b><u>4.925</u></b>

#### 5. RANKING OF DELIVERY UNITS

For purposes of ranking the performance of each Delivery Units using the above criteria, the AO 25 performance category shall be used in ranking the clusters or group (Office of the Administrator, Service Units and MROs) as follows:

<u>Ranking</u>	<u>Performance Category</u>
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

5.1 In case of **tie ratings** for service units for best or better performance category, any two (2) of the following shall be applied to determine who qualifies for best or better ranking:

- Rate of MFO 1 accomplishment VS. Target ( as applicable); or
- Rate of MFO 2 accomplishment VS Target; (as applicable) or,
- OPCR Rating
- If the tie ratings cannot be settled by the above, concerned units may toss a coin and the loser will automatically be placed in the next lower rank.



5.2 For Support Offices, in case of **tie ranking** 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 next lower rank.

5.3 The overall ranking distribution for Best & Better delivery units shall not exceed 10% and 25% of the total number of delivery units of MARINA.

Total number of units 25

24 X 10%	=	2.4	2 (1 best for CO, & 1 for MROs)
25 X 25%	=	6.25	6 (3 better for CO, & 3 for MROs)
25 X 65%	=	16	16

**Total Delivery Units** **24**

Approved by:

  
MARCIAL Q. C. AMARO III, PhD  
Administrator