



# MARITIME INDUSTRY AUTHORITY

24 October 2018

**ADMINISTRATIVE ORDER**  
NO. 24-18  
SERIES OF 2018

**SUBJECT: GUIDELINES/MECHANICS FOR RANKING OF MARINA DELIVERY UNITS  
FOR THE GRANT OF THE CY2018 PERFORMANCE-BASED BONUS  
(PBB)**

## BACKGROUND

Pursuant to EO Nos. 80, s 2012 E0 201, s 2016, AO 25 S. 2011, directing the Grant of the Performance Based Bonus, and Memorandum Circular (MC) 2018-1 issued by the AO 25 Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems prescribing the conditions on 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 A025 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.
- 1.2 Based on the above Circular, delivery units shall be grouped/clustered according to similarities of task, functions and responsibilities.
- 1.3 MARINA delivery units shall be grouped/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 CY2018. The Office of the Administrator shall include the Office of the Deputy Heads and immediate support staff.

#### 1.3.2 Services

- Line Office includes MDS, OSS, DSS, FS, MSS, SRS, ES & 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
a. Office Performance Commitment and Review (OPCR)	75%	Office Performance Commitment and Review (OPCR) Form submitted and agreed to be undertaken by each Office units.
b. Budget Utilization Rate (BUR)	25%	The BUR rating will depend on the Office utilization of the 2017 budget or percentage thereof. The percentage utilization shall have the following equivalent numerical value:  <div style="text-align: right;"> 90% - 100% = 5  70% - 89% = 4  50% - 69% = 3  Below 50% = 2 </div>
<b>TOTAL</b>	<b>100%</b>	

## 3. COMPUTATION OF OFFICE RATING

The Rating of the Office shall be computed as follows:

- a. OPCR Rating is 4.9

$$\text{Equivalent Computed OPCR Rating} = 4.9 \times 75\% = 3.675$$

- b. Budget Utilization Rate (BUR) is 90%

$$\text{Equivalent Computed BUR} = 5 \times 25\% = 1.25$$

$$\text{TOTAL RATING} = \underline{\underline{4.925}}$$

#### 4. RANKING OF DELIVERY UNITS

- 4.1 For purposes of ranking the performance of each Delivery Units in a cluster or group, the AO 25 performance category shall be used (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

- 4.2 In case of tie ratings 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

- 4.2.1 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.

- 4.3 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.

For compliance.

REY LEONARDO B GUERRERO  
Administrator