



MARITIME INDUSTRY AUTHORITY

SEP 14 2021

ADMINISTRATIVE ORDER

No. 2021- 22-21

Series of 2021

SUBJECT : GUIDELINES ON THE GRANT OF FY 2021 PERFORMANCE
BASED BONUS (PBB) IN THE MARITIME INDUSTRY
AUTHORITY (MARINA)

1. RATIONALE

Pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2021-1 dated 3 June 2021, the implementation arrangement relative to the above-captioned subject is hereby prescribed.

2. SCOPE AND COVERAGE

This covers all eligible delivery units and individuals of the MARINA Central Office and MARINA Regional Offices (MROs) and Standards of Training, Certification and Watchkeeping Office (STCWO), holding regular, co-terminus plantilla, contractual and casual positions. Excluded from the coverage are individuals without employer-employee relationship and funded from non-Personnel Services (PS) budget.

3. COMPOSITION OF THE MARINA PBB TASK FORCE (MPTF)

Central Office:

- | | |
|-------------------------------------|--|
| Adviser/s | - MARINA Administrator/OIC |
| Chairperson and
PBB Focal Person | - Deputy Administrator for Planning /OIC |
| Vice- Chairperson | - Deputy Administrator for Operations /OIC |
| Members | - Chief of Staff, OADM
- Executive Director/ OIC, STCWO
- Director II/OIC, MFAS
- Director II/OIC, PPS
- Director II/OIC, LS
- Chief Administrative Officer/ OIC, Budget Division
- Chief Administrative Officer/ OIC, Accounting Division
- Chief Administrative Officer/ OIC, HRMDD
- AME Representative |

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PBB Spokesperson - Chief Administrative Officer/OIC, HRMDD

Secretariat - (2) HRMDD Officers
- (1) HRMDD Administrative Assistant

MARINA Regional Offices (MROs):

Chairperson - Director II/OIC

Members - Supervising Level
- Attorney II/III
- Administrative Officer

Secretariat - Designated Staff

The MPTF shall have the following functions:

- a. Formulate guidelines and mechanics in ranking Delivery Units;
- b. Acts as appeals body and final arbiter for performance management issues of the Agency;
- c. Identifies potential top performer/s and provide input to the PRAISE Committee for grant of awards/incentives;
- d. Act as anchor and link between the MARINA SPMS and the MPTF on Result- Based Performance Management System; and
- e. Adopt its own internal rules, procedures, and strategies in carrying-out the above responsibilities including schedule of meetings, deliberations, and delegation of authority to representatives in case of absence of its members.

The **Management Division (MD)**, **MFAS** will administer the consolidation and monitoring of the PBB requirements.

4. ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 PBB, the MARINA must satisfy the criteria and conditions under the four dimensions of accountability in the corresponding Tables: **Performance Results (Table 2)**, **Process Results (Table 3)**, **Financial Results (Table 4)**, and **Citizen/Client Satisfaction Results** and attain a total score of at least 70 points based on the PBB Scoring System in Table 1 below.

Table 1: FY 2021 PBB Scoring System						
Criteria and Conditions	Weight	Performance Rating				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/ Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Total Score	Maximum = 100 Points					

Note:

- A performance rating of 4 in all criteria will yield a total score of 80 points for the agency.
- To be able to attain a total score at least 70 points, the MARINA should aim for a performance rating of 4 in at least three (3) criteria.
- In such case, while the MARINA will be eligible, the unit most responsible for the criteria with a performance rating below 4 will be isolated from the grant of the FY 2021 PBB.

Table 2: Rating Scale for Performance Results				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY2021: deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY2021: deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY2021: deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY2021: deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY2021: (all performance indicators)

Note:

- For NGAs covered by the DBM, such as the MARINA, achieve each one of the Congress-approved performance targets under the PIB of the FY 2021 GAA.
- The MARINA performance in the achievement of targets shall be closely monitored through the use of the submitted Unified Reporting System (URS) – generated Budget and Financial Accountability Reports (BFARs) to indicate the progress.
- The Performance Results shall be assessed and scored accordingly.

Table 3: Rating Scale for Process Results					
Agency For departmen ts/ agencies covered by the DBM	1	2	3	4	5
	No demonstrat ed ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardizati on) only for non-frontline services	Achieved targets to ease transaction (streamlining , digitization, standardizati on) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining , digitization, standardizati on) In at least 80% of frontline services	Achieved targets to ease transaction (streamlining , digitization, standardizati on) in all frontline services

Note:

- The target under the Process Results is the greater ease of transaction of frontline services covering all Government-To-Citizen (G2C), Government-To-Business (G2B), and Government-To-Government (G2G) transactions.
- Streamlining especially of frontline services; standardization of frontline processes including those implemented at the Regional, Satellite, and Extension Offices; digitization *e.g., developing electronic or online paperless systems, new service delivery channels, contactless transactions*; and other process improvements for faster and more efficient public service delivery.
- The MARINA should report and provide the objectively verifiable evidence of their achievements in ease of doing business or ease of transaction from the perspective of the transacting public *e.g., actual reduction in processing time, documentary requirements, transaction costs, and other tangible improvements*.
- The MARINA may use the *Modified Form A* to report their streamlining and digitization accomplishments.
- The ISO-certified QMS or its equivalent certification for frontline services, service delivery standards manual, and the like maybe used as evidence to the standardization achievements of the agency.
- The Process Results shall be assessed and scored accordingly.

Table 4: Rating Scale for Financial Results				
1	2	3	4	5
1-19% Disbursement BUR	20-39% Disbursement BUR	40-59% Disbursement BUR	60-79% Disbursement BUR	80-100% Disbursement BUR

Note:

- Measured by the ratio of total disbursements (cash and non-cash, excluding PS) to the total obligations for MOOE and CO made 2021, net of goods and services obligated by December 31, 2020, but paid only in 2021.
- Net of transfers to the Procurement Service (PS), the Philippine International Trading Corporation (PITC), and implementing agencies and units which have still to be implemented and outputs delivered.

Table 5: Rating Scale for Citizen/Client Satisfaction Results				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average to low satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/ CCBB complaints resolved	High satisfaction rate with 100% #8888/ CCBB complaints resolved	High satisfaction rate without #8888/ CCBB complaints

Note:

- Encouraged to embed feedback mechanism and systematically measure citizen/client satisfaction in the delivery of service since the FY 2018 cycle.
- Resolution of reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).
- Agency shall ensure resolution of all complaints and grievances on government service procedures, acts of red tape, corruption and/or other interference to public service delivery by any government agency, individuals, or instrumentalities reported to Hotline #8888 and CCB.
- To provide evidence on this, agency may submit a report summarizing the #8888 and CCB complaints received in FY 2021 and their status if resolved or pending.
- The validation shall be complemented with reports and collected data on feedback and complaints from citizen/clients gathered by the OP, PMS, CSC and PCOO from Hotline #8888 and CCB databases, as well as the FOI portals.

5. AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to the existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirement within their agencies and shall be the basis in determining the eligibility of responsible units and individuals. The legal requirements should be submitted directly to the oversight agencies.

- 5.1 Updating of Transparency Seal;
- 5.2 Compliance with Freedom of Information (FOI) Program;
- 5.3 Updating of Citizen's or Service Charter;
- 5.4 Compliance to Audit Findings and Liquidation of Cash Advances;
- 5.5 Submission and Review of SALN;
- 5.6 PhilGEPS posting of all invitations to bids and awarded contracts;
- 5.7 Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE);
- 5.8 Submission of FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE);
- 5.9 Submission of Indicative FY 2022 APP;
- 5.10 Submission of the Results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System; and
- 5.11 Undertaking of Early Procurement Activities covering FY 2022 Procurement Projects

6. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 The Delivery Units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for the deficiencies shall be isolated.

6.1.1 To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0, IATF MC No. 2021-1, with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Item 5 will also be isolated from the grant of the FY 2021 PBB.

6.2 Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.

RATES OF THE PBB	
Total Score	PBB Rates
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

6.3 Head of Attached Agencies are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2021 shall be equivalent to the rates as stated in Item 6.2 – Rates of the PBB and shall be based on their monthly basic salary (MBS) as of December 31, 2021.

6.4 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

- 6.5 Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient Agency.
- 6.6 An Official and employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
- 6.7 An official and employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Very Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Services	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reason for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and/or
 - h. Sabbatical Leave.
- 6.8 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
- 6.9 Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6.10 Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are not responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.

- 6.11 Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.

7. TIMELINESS AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

The MARINA shall submit the following within the timelines indicated:

- 7.1 The quarterly BFARs, as uploaded in the DBM URS, shall be submitted within thirty (30) days after the end of each quarter, as provided under Item 3.15.2 of the National Budget Circular No. 583, pursuant to Section 90, General Provisions of Republic Act No. 11518 (FY 2021 GAA). BFARs will be used to assess and validate the Performance Results.
- 7.2 The evidence of accomplishments of Performance Results, Process Results; Financial Results and Citizen/Clients Satisfaction Results will be electronically submitted **on or before February 28, 2022** (scanned copy of the official submission and editable MS Word or Excel files for use of the AO Secretariat).

Performance Results:

Requirements	Validating Agency	OPR
Achieve each one of the Congress-approved performance targets under PIB of the FY 2021 GAA	AO 25 Secretariat DBM	Planning and Policy Service (PPS) (Updates the Quarterly BAR 1)

Process Results:

Requirements	Validating Agency	OPR
Streamlining and Process Improvement of the MARINA frontline services as stated in the MARINA Citizen's or Service Charter (Annex 3: Modified Form A – Department/Agency Process Results Report)	AO 25 Secretariat	All MARINA Service Units /Frontline Services (COs and MROs) Management Division (MD), MFAS (will administer the consolidation)

Financial Results:

Requirements	Validating Agency	OPR
FY 2021 Disbursements Budget Utilization Rate (BUR)	DBM-Budget and Management Bureau (DBM-BMB)	Accounting Division and Budget Division, MFAS

Citizen/Client Satisfaction Results:

Requirements	Validating Agency	OPR
Annex 4: Citizen/Client Satisfaction Survey Resolution of reported complaints from OP, PMS, CSC, Hotline #8888 and Contact Center ng Bayan	AO 25 Secretariat	Public Information Division, STCWO PADMO, PPS

- 7.3 Ensure that all explanation and justifications for deficiencies are already attached in their submission.
- 7.4 The AO 25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- 7.5 Provide information to the AO 25 Secretariat in compliance with the Agency Accountabilities provided in Item 5.

The following are the Agency's Accountability Timelines and requirements for the FY 2021 PBB shall be complied with:

Deadline	Requirements	Validating Agency	OPR
Within thirty (30) days after the approval of the FY 2022 GAA	Submit Certificate of Compliance that the agency conducted Early Procurement Activities (EPA) for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO. <i>Note: Early Procurement Activities (EPA) should be conducted in FY 2021</i>	GPPB-TSO	Bids and Awards Committee (BAC)
March 31, 2021	Submit FY 2021 APP non-CSE to GPPB-TSO.	GPPB-TSO	Bids and Awards Committee (BAC)
June 30, 2021	Submit Results of the APCPI system for FY 2020 Procurement Transactions to GPPB-TSO.	GPPB-TSO	Bids and Awards Committee (BAC)
August 31, 2021	Submit the FY 2022 APP-CSE thru the PhilGEPS Virtual Store	DBM-PS	General Services Division (GSD), MFAS

September 30, 2021	Posting of Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage.	GPPB-TSO	Bids and Awards Committee (BAC) Information and Publication Division (IPD), MISS <i>(will post/upload in the MARINA TS webpage)</i>
October 1, 2021	Maintain/Update the Agency Transparency Seal (TS) under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO	Information and Publication Division (IPD), MISS
October 1, 2021	Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2021.	CSC	HRMDD, MFAS Information and Publication Division (IPD), MISS <i>(will post/upload in the MARINA TS webpage)</i>
December 4, 2021	Set-up the most current and updated Citizen's or Service Charter , reflecting the agency's improved and streamlines/re-engineered system and procedures for all its government services to citizen, business, and government agencies. Department/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority	ARTA	All MARINA Service Units – CO and MROs (Internal and External Services) Management Division (MD), MFAS