

**GUIDELINES FOR RANKING OF BUREAUS FOR GRANTING
THE PERFORMANCE-BASED BONUS FOR FY 2016**

I. OVERVIEW

The PMMA Performance Management Team shall be the highest team responsible in the implementation of these guidelines.

The guidelines shall be aligned with the system of ranking stipulated in Section 8 of the MEMORANDUM CIRCULAR 2016-1 of the INTER-AGENCY TASK FORCE (IATF).

The thirty six (36) units that comprise PMMA were grouped into eight (8) interconnected bureaus. These bureaus correspond to the Academy's CORE processes, SUPPORT processes, and GASS (General Administrative Support Service) processes.

The table below shows the grouping of the Academy units into bureaus:

GROUP	BUREAU	DEPARTMENT/UNIT
CORE	Bureau 1	College of Marine Transportation
	Bureau 2	College of Marine Engineering
	Bureau 3	Graduate School
		Department of Research and Development
		Training Center
	Assessment Center	
SUPPORT	Bureau 4	Department of Midshipmen Affairs
	Bureau 5	Department of Shipboard Training
		Medical-Dental Unit
		Dormitory
		Information Technology Services
		Guidance
		Library
		Mess
		Registrar
Board of Admission		
GASS	Bureau 6 (Administrative Group)	Office of the Chief Administrative Officer
		Human Resource
		Records
		Transportation
		Grounds
		Repair and Maintenance
		Security
		Janitorial
Business Management Office		

	Bureau 7 (Finance Group)	Accounting
		Cashier
		Supply and Procurement
		Budget
		Financial Management
		Bids and Awards Committee
	Bureau 8 (Top Management)	Office of the Superintendent
		Office of the Assistant Superintendent for Academics, Training, Research and Extension
		Office of the Assistant Superintendent for Admin and Finance
		Planning
		Quality Assurance

II. RANKING OF BUREAUS

Bureaus are forced rank according to the accomplishment of their Unit members versus the institutional targets. Given that PMMA has only 8 bureaus, Section 8.0 of the IATF MC 2016-1 would direct that PMMA will have the following distribution:

- Best Bureau (One Bureau)
- Better Bureaus (Two Bureaus)
- Good Bureaus (Five Bureaus)
- Total Number of Bureaus (Eight Bureaus)

Bureaus 1, 2, 3, 7, and 8 directly contribute to the institutional targets reflected in the 2016 GAA. However, Bureaus 4, 5, and 6 contribute indirectly to the institutional targets.

The accomplishments of the Bureaus that directly contribute to the institutional targets are measured against the accomplished MFOs, STO and GASS targets reflected in Form A. However, the accomplishments of the Bureaus that contribute indirectly to the institutional targets are based on their attained outputs vis-à-vis their department/unit targets, as required by the Strategic Performance Management System (SPMS).



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