

**GUIDELINES FOR RANKING OF BUREAUS FOR GRANTING  
THE PERFORMANCE-BASED BONUS FOR FY 2019**

**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 6 of the MEMORANDUM CIRCULAR 2019-1 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:

<b>GROUP</b>	<b>BUREAU</b>	<b>DEPARTMENT/UNIT</b>
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 7.0 of the IATF MC 2019-1 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 2019 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).

## III. ELIGIBILITY OF INDIVIDUALS

**The eligibility of individual employees shall comply with Section 6.0 of IATF MC No. 2019-1.**

1. Employees who are **not eligible** for PBB 2019 are the following:
  - a) Those with an unsatisfactory performance rating in any of the two (2) rating periods in FY 2019;
  - b) Newly hired employees and those who retired, resigned, on vacation or sick leave with or without pay, rehabilitation leave, maternity or paternity leave, scholarship/study leave with or without pay and sabbatical leave with less than three (3) months of service in the Academy for FY 2019;
  - c) Employees on vacation or sick leave, with or without pay, for the entire FY 2019;

- d) Those found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2019; provided that those whose penalty involves only a reprimand shall not be disqualified from PBB 2019;
- e) Those who failed to submit their 2018 SALN; and
- f) Those who were not able to liquidate their cash advances within the reglementary period.

2. Faculty and staff on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance.
- 3.
4. Faculty and staff on secondment to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency. Payment of PBB shall be borne by the recipient agency.
5. Officials and employees who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of the PBB 2019 on a pro-rata basis corresponding to the actual length of service rendered as follows:

Length of Service	% 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%

6. The PBB of part-time employees shall be computed based on the proportion of the time in delivering services as contributions to the MFOs.<sup>2</sup>
7. The PBB rates of individual employees shall depend on the ranking of the delivery unit, and based on the individual's monthly basic salary as of 31 December 2019 (*Section 8.0*):

	PBB as % of monthly basic salary
Best delivery unit (10%)	65.0%
Better delivery unit (25%)	57.5%
Good delivery unit (65%)	50.0%

The IATF MC 2019-1 Section 9.1 requires the submission of Form 1.0 (PBB 2019) payroll and PBB Evaluation Matrix in two (2) hard copies and e-copies (i.e. editable spreadsheet file and scanned signed Form 1.0 in PDF) format with names and amounts.

**APPROVED:**

  
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