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Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
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Fisheries Office
Order No. 105
Series of 2019

Subject: Guidelines on Ranking Delivery Units for the Grant of FY2018 Performance-Based Bonus (PBB)

In the exigency of the service and to tighten the advocacy for intensified public accountability, heightened transparency and stronger fiscal discipline, *Guidelines on Ranking Delivery Units for the Grant of FY2018 Performance-Based Bonus (PBB)* is hereby adopted in the ranking and distribution of PBB incentives to its officials and employees:

I. COVERAGE

- a. All offices of the Bureau, including all units under the Office of the Director, Technical and Support Services, National Centers and Regional Offices. The National Fisheries Research and Development Institute (NFRDI) shall also be included from the coverage.
- b. All Officials and Employees holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the Bureau.

II. PURPOSE

- a. Provide basis for distribution of PBB incentives within the Bureau.
- b. Inform and guide all Bureau officials and employees on the conditions to be complied with for the grant of PBB.
- c. Inform and guide all officials and employees on the process to be observed for the rating and ranking of delivery units (DU).
- d. Identify the responsibilities of concerned DUs in connection with the implementation of the PBB grant, and
- e. To set internal deadlines for the submission of reports required by IATF.

III. RESPONSIBLE UNITS

- a. BFAR Performance Management Team (PMT). Pursuant to Fisheries Office Order (FOO) No. 318, series of 2017, the members of BFAR PMT are as follows:

Chairperson : Assistant Director for Administrative Services
Vice-Chairperson : Chief, Administrative Division
Members : OIC/Chief, Fisheries Planning and Economics Division (FPED)
OIC/Chief, Finance and Management Division (FMD)
Chief, Human Resource Management Section (HRMS)
BFAR Employees Union Representative (EU)

- b. FPED functions and duties

- i. FPED is designated as the PMT secretariat which shall be responsible for coordinating with IATF, through the AO25 Secretariat, on all matters related to the implementation of the PBB.
- ii. The FPED shall coordinate the preparation of the Bureau's accomplishment report against targets based on performance data provided by the various DUs.
- iii. It shall submit the results of the forced ranking of delivery units to the Human Resource Management Division for the preparation of Form 1.0 (Report on Ranking of Offices/Delivery Units) and PBB Evaluation Matrix.

- c. Finance Management Division (FMD)

- i. The FMD shall provide to Administrative Division a list of concerned BFAR central office officials and employees who failed to liquidate cash advance granted to them within the reglementary period.

- d. Human Resource Management Section (HRMS)

- i. The HRMS shall determine eligibility of officials and employees in the central office based on the criteria set by AO25 IATF.
- ii. The HRMS shall collate the ranking of delivery units by the ROs and NCs
- iii. The HRMS shall prepare form 1.0 and the PBB evaluation matrix for submission to the AO 25 secretariat.

- e. BFAR Regional Offices (ROs), National Centers (NCs) and NFRDI

- i. The ROs, NCs and NFRDI shall determine the eligibility of their respective officials and employees based on the criteria set by the AO IATF.
- ii. The result of their determination of eligibility shall be forwarded to AD-HRMS for consolidation.
- iii. The ROs, NCs and NFRDI shall be responsible for ensuring the following: 1) RO's NC's and NFRDI's compliance with the applicable Good Governance Conditions (GGCs); and 2) their reporting of accomplishments vis-à-vis physical targets, Support to Operations (STO) and General Administration and Support Services (GASS) and other requirements.

f. Delivery Units (DUs)

- i. Concerned DUs shall submit to AD-HRMS monthly accomplishment reports and Citizen/Client Satisfaction Reports on the PBB performance indicators for their declared services for purposes of performance evaluation and report consolidation;
- ii. Concerned DUs shall ensure timely submission of requirement specified in the PBB guidelines.

IV. COVERAGE and ELIGIBILITY CRITERIA OF DELIVERY UNITS

BFAR delivery units are composed of the following offices:

1	Office of the Director (7)	Adjudication Committee (AC)
		Bids and Awards Committee (BAC)
		Information Fisherfolk Coordinating Unit (IFCU)
		Office for Special Concerns (OSC)
		Fisheries Protection and Law Enforcement Group (FPLEG)
		Fisheries Information Management Center (FIMC)
		Internal Audit Unit (IAU)
2	Technical and Support Services (13)	Fisheries Inspection and Quarantine Division (FIQD)
		National Fisheries Laboratory Division (NFLD)
		Fisheries Resources Management Division (FRMD)
		Capture Fisheries Division (CFD)
		Inland Fisheries and Aquatic Division (IFAD)
		Fisheries Industry Development and Support Services Division (FIDSSD)
		Fisheries Post-Harvest Technology Division (FPHTD)
		Administrative Division (AD)
		Finance and Management Division (FMD)
		Legal Division (LD)
		Fisheries Planning and Economics Division (FPED)
		Fisheries Regulatory and Licensing Division (FRLD)
		National Fisheries Research and Development Institute (NFRDI)
3	Centers (8)	National Fisheries Development Center (NFDC)
		National Freshwater Fisheries Technology Center (NFFTC)
		National Inland Fisheries Technology Center (NIFTC)
		Marine Fisheries Development and Vessel Operation Center (MFDC & VOC)
		National Brackishwater Fisheries Technology Center (NBFTC)

		National Mariculture Center (NMC)
		Mindanao Freshwater Fisheries Technology Center (MFFTC)
		National Seaweeds Technology Development Center (NSTDC)
4	Regional Unit (15)	Region CAR
		Region 1
		Region 2
		Region 3
		Region 4A
		Region 4B
		Region 5
		Region 6
		Region 7
		Region 8
		Region 9
		Region 10
		Region 11
		Region 12
		Region 13 CARAGA
	TOTAL :	43 Delivery Units

The responsible delivery units must satisfy the following criteria to be eligible for the grant of PBB:

- a. Achieved 100% of the delivery unit's approved annual performance targets;
- b. Utilized 100% of the allotted budget for the year;
- c. Submitted accomplished Performance Commitment Review forms for the first and second semesters of 2018; and
- d. Submitted Statement of Assets, Liabilities, and Net worth (SALN) on prescribed deadline.

V. ELIGIBILITY OF INDIVIDUALS

The National Director is eligible only if the BFAR is eligible. His maximum PBB rate shall be equivalent to 65% of his monthly basic salary as of December 31, 2018.

- a. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the BFAR CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB, respectively.
- b. BFAR personnel 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. Payment of the PBB shall come from BFAR, as mother agency.

- c. Personnel who transferred from BFAR 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.
- d. Officials and employees who transferred from government agencies that are non-participating in the implementation of PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section Vf.
- e. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating will be eligible to the full grant of the PBB.
- f. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB 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%

The following are the valid reasons 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 and Death
- 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
- h. Sabbatical Leave

Heirs of the deceased personnel who qualified for 2018 PBB shall be required to present proof of legitimacy of claim.

VI. NON- ELIGIBILITY OF INDIVIDUALS

- a. An employee who is on vacation or sick leave, with or without pay for the entire year is not eligible to the PBB.
- b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.

- c. Officials and employees who failed to submit the 2017 SALN; or those who are 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 2018 PBB.
- d. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period shall not be entitled to the FY 2018 PBB.
- e. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
- f. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Agency fails to comply with any of these requirements.

VII. RANKING OF DELIVERY UNITS

The delivery units in each group shall be forced rank according to the following manner:

CLUSTER NUMBER	NO. OF DUs	NO. OF DELIVERY UNITS TO BE RANKED AS:		
		BEST <i>(Top 10%)</i>	BETTER <i>(Next 25%)</i>	GOOD <i>(Next 65%)</i>
1	7	1	2	4
2	13	1	3	9
3	8	1	2	5
4	15	1	4	10
TOTAL	43	4	11	28

VIII. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best DU	0.65
Better DU	0.575
Good DU	0.50

IX. PROHIBITED ACTS

- a. Misrepresentation in the submitted reports required for the PBB;
- b. Commission of fraud in the payment of the PBB
- c. Violation of the provisions of AO25 IATF MCs; and,
- d. Evenly distributing PBB among employees.

The penalty for commission of such acts is disqualification of BFAR from the grant of PBB in the succeeding year. Moreover, the CSC or Ombudsman shall file appropriate administrative cases for commission of said acts.

X. EFFECTIVITY. These guidelines shall take effect immediately.

This Order shall take effect immediately and shall remain in force until revoked in writing.

All Orders and/or Memoranda and other issuances inconsistent herewith are hereby revoked.


EDUARDO B. GONGONA
Director