



Bureau of Fisheries and Aquatic Resources

PCA Compound Elliptical Road, Diliman, Quezon City
Tel. No. 9299597/92995847 Telefax No. 9298074

December 02, 2015

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS
CONCERNED DIVISION/UNIT CHIEFS
(ADMINISTRATIVE, FINANCE, PLANNING, BAC)**

SUBJECT : **COMPLIANCE WITH THE GUIDELINES ON THE GRANT OF
PERFORMANCE BASED BONUS FOR 2015**

Pursuant to Memorandum Circular No.2015-1 of the Inter Agency Task Force on the Harmonization of National Government Performance Monitoring and Evaluation System (Administrative Order No.25 series of 2011), you are hereby reminded to comply to the following requirements for the grant of 2015 performance based bonus to all officials and employees of BFAR holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with BFAR, and whose compensation is charged to the lump appropriation under Personnel Services:

- a) Use of the Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
- b) Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
- c) Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
- d) Compliance with Section 3e of Administrative Order (AO) No. 46 s.2015 which requires agencies to submit their respective Annual Procurement Plan (APP);
- e) Submission of separate Forms B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishment for OP Planning Tool FY 2015 Targets, respectively.

1. ELIGIBILITY CRITERIA

For BFAR to become eligible for the grant of 2015 PBB, the following conditions MUST be met:

- 1.1 Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget



(PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS)

(See Annex 1 - Form A Department Performance Accomplishment, and Annex 2 - Form AI Details of Bureau/Office Performance Indicators and Accomplishments);

- 1.2 Achieve at least 90% of each one of the priority program/project targets agreed with the President under the five Key Result Areas of Executive Order (EO) No.43
- 1.3 Satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2015; and
- 1.4 Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials and Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.
- 1.5 To be eligible for a higher percentage distribution in the ranking of delivery units, the whole Bureau must achieve at least 90% of each one of the additional targets of the Bureau Director in the OP Planning Tool Form 1.

2. FY 2015 PERFORMANCE TARGETS

- 2.1 All MFO indicators and targets in the FY 2015 Performance-Informed Budget approved by Congress shall be the basis for assessing eligibility for the PBB.
- 2.2 In addition to the STO indicators and targets in the FY 2015 Performance-Informed Budget, Departments/Agencies shall include the following:
 - 2.2.1 Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of a Manual covering selected core processes or areas of operation.
 - 2.2.2 STO target identified in accordance with the priority of the agencyhead.
- 2.3 The GASS targets shall be:
 - 2.3.1 Budget Utilization Rate (BUR), which shall consist of:
 - 2.3.1.1 Obligations BUR computed as obligations against all allotments issued for FY 2015, including those released under the "GAA as a release document policy; and

- 2.3.3.2 Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015.
- 2.3.2 Compliance to Public Financial Management (PFM) reporting requirements of the COA and DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:
 - 2.3.2.1 Budget and Financial Accountability Reports (BFARs)
 - 2.3.2.2 Report on Ageing of Cash Advances
 - 2.3.2.3 COA Financial Reports (Statement of Financial Position;
 - 2.3.2.3.1 Statement of Financial Performance; Statement of Changes in NetAssets/Equity;
 - 2.3.2.3.2 Statement of Cash Flows; Statement of
 - 2.3.2.3.3 Comparison of Budget and Actual Amounts; and
 - 2.3.2.3.4 Notes toFinancial Statements)[per COA Resolution 2014-003].
- 2.3.3 Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012, (Applicable to the agencies who are in the list of trained agencies for APCPI)
- 2.3.4 Submission of agency Annual Procurement Plan (APP) based on the approved budget in the GAA to the Government Procurement Policy Board (GPPB) and its Technical Support Office (TSO), as prescribed by Section 3e of AO No. 46 s. 2015.

3. GOOD GOVERNANCE CONDITIONS

- ✓ 3.1 For FY 2015, the IATF has set three (3) good governance conditions based on the performance drivers of the Results-Based Performance Management System (RBPMS):
 - ✓ 3.1.1 Maintain/Update the Agency Transparency Seal;
 - ✓ 3.1.2 Maintain/Update the PhilGEPS posting; and
 - ✓ 3.1.3 Maintain/Update the Citizen's or Service Charter or its equivalent;
- ✓ 3.2 Agency Transparency Seal page should be accessible by clicking on the TS logo on the home page. Agency Transparency Seal should contain the following documents:
 - ✓ 3.2.1 Agency mandate, vision, mission and list of officials
 - ✓ 3.2.2 Quarterly and Annual Financial Reports such as:
FY 2013 to FY 2015 FAR No. 1: SAAOBDB

2014-2015
2015

FY 2013 to FY 2015 Summary Report on Disbursements
FY 2013 to FY 2015 BAR No.1 — Quarterly Physical Report of
Operations/Physical Plan

3.2.3 DBM-Approved Budget and Targets for FY 2015

3.2.4 Programs, Projects, and Activities, Beneficiaries, and Status of Implementation for FY 2015. If this portion is not applicable, indicate "not applicable" (NA).

3.2.5 Annual procurement plan (APP) FY 2015

3.3 BFAR Transparency Seal should include the posting of the

3.3.1 System of ranking delivery units and individuals; and

3.3.2 Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable

The system of ranking delivery units and individuals should be posted in the BFAR transparency seal.

4. ELIGIBILITY OF INDIVIDUALS

4.1 The eligibility of the Bureau Director and the Regional Directors shall be based on the eligibility of the Bureau.

4.2 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).

4.3 Third Level officials should receive a rating of at least "Very Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.

4.4 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".

4.5 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 the mother agency.

4.6 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.

- 4.7 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least satisfactory may be eligible to the full grant of the PBB.
- 4.8 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated 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%

- 4.9 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:
- 4.9.1 Being a newly hired employee;
 - 4.9.2 Retirement;
 - 4.9.3 Resignation;
 - 4.9.4 Rehabilitation Leave;
 - 4.9.5 Maternity Leave and/or Paternity Leave;
 - 4.9.6 Vacation or Sick Leave with or without pay;
 - 4.9.7 Scholarship/Study Leave;
 - 4.9.8 Sabbatical Leave
- 4.10 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.
- 4.11 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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.
- 4.12 Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.
- 4.13 Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY the FY 2015 PBB.

4.14 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated FY 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

5. RANKING OF DELIVERY UNITS AND INDIVIDUALS

5.1 Delivery Units

5.1.1 Offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit /Office
Next 25%	Better Delivery Unit / Office
Next 65%	Good Delivery Unit /Office

5.1.2 If the Bureau meets at least 90% of each one of the FY 2015 targets of the BUREAU Director other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the abovementioned criteria and conditions, the offices/delivery units eligible to the PBB shall be forced rank according to the following categories:

Ranking	Performance Category
Top 15%	Best Delivery Unit / Office
Next 30%	Better Delivery Unit / Office
Next 55%	Good Delivery Unit / Office

5.1.3 To facilitate the ranking of delivery units, consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.

5.2 Individuals

5.2.1 Only the personnel belonging to eligible delivery units/ offices are qualified for the PBB.

5.2.2 Officials and employees of the delivery units/ offices that qualified for the PBB, based on the criteria and conditions set in IATF MC.2015- 1 Sections 7.1

and 7.2, shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

For the good office or delivery unit:

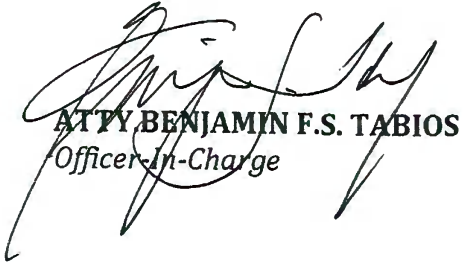
Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

5.2.3 Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPES, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

6. EFFECTS OF NON-COMPLIANCE

- 6.1 Misrepresentation in the submitted reports for the PBB shall be a ground for disqualification from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.
- 6.2 Delivery Unit/ Offices that are found to evenly distribute PBB among employees, shall be warned and investigated by the IATF. If found guilty, the Task Force has the right to withhold bonuses of these Delivery Unit/ Offices.
- 6.3 Submission of accomplishments using herein attached Form A, A1, B, C and Forms A and Form 1.0 with December 31, 2015 as cut-off date, validation of Quality Management Certification/Operations Manual and validation of the 2nd STO indicator shall be on or before January 15, 2016.

It is also informed that there is an on-going validation of BFAR compliance with the Good Governance Conditions and other PBB requirements by the Inter-Agency Task Force.



ATTY. BENJAMIN F.S. TABIOS
Officer-In-Charge



Bureau of Fisheries and Aquatic Resources

PCA Compound Elliptical Road, Diliman, Quezon City

Tel. No. 9299597/92995847 Telefax No. 9298074

Bureau of Fisheries and Aquatic Resources System of Ranking Delivery Units and Individuals

In compliance with the PBB requirements, the Bureau of Fisheries and Aquatic Resources (BFAR) hereby adopt the following System of Ranking Delivery Units and Individuals, for the Grant of Performance Based Bonus (PBB) for FY 2015.

I. RANKING OF DELIVERY UNITS/ OFFICE:

Delivery units eligible to the PBB 2015 shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit/ Office
Next 25%	Better Delivery Unit / Office
Next 65 %	Good Delivery Unit / Office

II. RANKING OF INDIVIDUALS:

Officials and employees of the Bureau that qualified for the PBB based on the PBB criteria and conditions shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

a. For the best office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45 %	Good Performer

b. For the better, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55 %	Good Performer




c. For the good , office or delivery unit:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65 %	Good Performer

Certified True & Correct:


CYNTHIA P. LUGA
Chief, Human Resource Management Section


ATTY. BENJAMIN F.S. TABIOS JR.
Chairman, BFAR PMT

FORM A
DEPARTMENT PERFORMANCE ACCOMPLISHMENT
 FY 2015

DEPARTMENT/AGENCY:

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2014 ACTUAL ACCOMPLISHMENT	DEPARTMENT FY 2015 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT FY 2015 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
Major Final Outputs (MFOs) / Operations						
MFO 1:						
2015 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
MFO 2:						
2015 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
STO (2)						
2015 Budget						
a. QMS Certification or Operations Manual						
b. STO Indicator for the priority of the agency head						

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2014 ACTUAL ACCOMPLISHMENT	DEPARTMENT FY 2015 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT FY 2015 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
GASS (3)						
2015 Budget						
A. BUR						
A1. Obligations BUR						
A2. Disbursement BUR						
B. Submission of PFM to COA and DBM						
B1. BFAR						
B2. Report on Ageing Cash Advance						
B3. COA Financial Reports						
C. APCPI						
D. Submission of APP						

Recommending Approval:

Prepared by:

Planning Officer

Date

Budget Officer

Date

Approved by:

Department Secretary/Agency Head

Date

Instructions to filling out Form A or the Department Performance Target/Accomplishment Report Form

- (1) All MFOs and Performance Indicators specified in the Performance-Improved Budget of an agency must be indicated in the Form A/A1. Hence, if the agency has 3 MFOs and 4 PIs per MFO, all 12 PIs must be indicated in the Form A/A1.
- (2) In addition to the STO indicators and targets indicated in the agency's FY 2015 PIB, agencies must include two Support-to-Operations Indicators, which are as follows:
 - a. One is the Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of an Operations Manual covering selected core processes or areas of operation.
 - b. The second STO indicator can be one of the priority agenda of the agency head.
- (3) Five (5) common General Administrative Support Service (GASS) indicators, which are:
 - a. The Budget Utilization Rate (BUR), consisting of:
 - i. Obligations BUR, which computed as obligations against all allotments issued for FY 2015, including those released under the "GAA as a release document" policy; and
 - ii. Disbursement BUR, which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015.
 - b. Status of submission of the Cash Advance Liquidation Ageing Report and other financial requirements to COA as required by Section 41 of PD 1445;
 - c. Status of compliance with Agency Procurement Compliance and Performance Indicators System (APCPI) per GPPB Resolution No. 10-2012;
 - d. Status of submission of the Annual Procurement Plan (APP) consistent with the 2015 GAA to the GPPB pursuant to Administrative Order No. 46 (S.2015); and
 - e. Status of submission of Budget and Financial Accountability Reports (BFARs) to COA and DBM.
- (4) Remarks column should include brief and concise explanation or justification if the agency's target for FY 2015 is not met. Supporting document may be provided to further expound the given explanation/justification. Remarks column may also contain additional information (i.e. computation, percentage, and/or absolute figures) regarding the target and/or accomplishment.

Recommending Approval:

Planning Officer

Date

Approved by:

Budget Officer

Date

Prepared by:

Bureau/Agency Head

Date

Form B

Department Targets and Accomplishments on Key Programs and Projects

Note: Please refer to Annex 7 for the list of Priority Programs, Initiatives and Legislations

Key Result Area (1)	Key Programs / Projects (2)	Description of Program/Project Objectives (3)	Total Budget Program for FY 2014 (4)	Responsible Bureaus/ Offices (5)	Department FY 2014 Actual Accomplishment (6)	Department FY 2015 Targets/ Milestones (7)	Department FY 2015 Actual Accomplishment (8)	Rate of Accomplishments (9)	Remarks (10)
	Performance Indicator (1):								
	Performance Indicator (2):								

Prepared by: _____

Planning Officer _____

Date _____

Budget Officer _____

Date _____

Approved By: _____

Department Secretary / Agency Head

Date

Form C

Agency Targets and Accomplishments for Planning Tool Commitments

Strategic Plan (1)	Performance Indicator (2)	Description of Program/Project Objectives (3)	Total Budget Program for FY 2014 (4)	Responsible Bureaus/Offices (5)	Department FY 2014 Actual Accomplishment (6)	Department FY 2015 Targets/Milestones (7)	Department FY 2015 Actual Accomplishment (8)	Rate of Accomplishments (9)	Remarks (10)
A. Outcome: _____ Strategy: _____	Performance Indicator (1): _____ Performance Indicator (2): _____ Program / Project (3): _____								
B. Outcome: _____ Strategy: _____	Performance Indicator (1): _____ Performance Indicator (2): _____ Program / Project (3): _____								

Prepared by: _____

Planning Officer _____

Date _____

Budget Officer _____

Date _____

Approved By: _____

Department Secretary / Agency Head _____

Date _____

* Form C for Planning Tool Commitments shall reflect the FY 2015 commitments of the agency stated in the Outcomes in its Final OP Planning Tool Form 1 (signed by its Department Secretary/Head of Agency) and the accomplishments for these commitments. Agency to use this same form to reflect its additional accomplishments for commitments other than those stated in its Planning Tool and label these accomplishments as Other Key Programs, Activities, Projects (PAPs).

**Form 1.0
REPORT ON RANKING OF OFFICES/DELIVERY UNITS**

Department/Agency _____

1.0 Summary of Information Required

1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____

1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved at least 90% of performance targets _____

1.3 Total No. of Filled Positions as of November 30, 2015 _____

1.4 Total No. of Officials and Employees Entitled to PBB _____

1.5 Has achieved at least 90% of each one of the FY 2015 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets? (please check whichever applies)

YES _____, the following ranking distribution applies

Ranking	Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

NO _____, the following ranking distribution applies

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

1.6 Total Amount Required for Payment of PBB P _____

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

(Please indicate applicable percentage distribution of bureau/offices as provided in Section 7.2 or Section 7.3)

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees					
			Ranking	Names of Employee	Salary Grade	Months in service in 2015	Amount of	
2.1 Best (__%)	Delivery Unit 1		Best Performer (20%)					
			Better Performer (35%)					
			Good Performer (45%)					
			Poor Performer					
			Best Performer (20%)					
	Delivery Unit 2		Better Performer (35%)					
			Good Performer (45%)					
			Poor Performer					
			Best Performer (20%)					
			Better Performer (35%)					
TOTAL BEST								
2.2 Better (__%)	Delivery Unit 1		Best Performer (15%)					
			Better Performer (30%)					
			Good Performer (55%)					
			Poor Performer					

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Grade	Months in service in 2015	Amount o
2.3 Good (<u> </u> %)	Delivery Unit 1		TOTAL BETTER				
			Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
2.4 Did not meet 90% of Targets (No PBB)	Delivery Unit 2		TOTAL GOOD				
			Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
		TOTAL POOR					

2.5 Did not submit SALN	Delivery Unit 1							
	Delivery Unit 2							
	TOTAL							
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1							
	Delivery Unit 2							
	TOTAL							

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

--

Head of HR

Date:

Department Agency Head

Date: