



October 31, 2016

Memorandum

From : **ATTY. BENJAMIN F.S. TABIOR JR.**
Chairperson
Performance Management Team

To : **ALL REGIONAL DIRECTORS**
DIVISION/CENTER CHIEFS
This Bureau

Subject : **GUIDELINES ON THE GRANT OF THE CY 2016**
PERFORMANCE BASED BONUS (PBB) INCLUDING THE
PROCESS AND CRITERIA ON FORCED RANKING OF
QUALIFIED BFAR DELIVERY UNITS

In the exigency of the service and pursuant to Memorandum Circular (MC) No. 2016-1 dated May 12, 2016, issued by the Inter-Agency Task Force (IATF) on Administrative Order No. 25 series 2011, the guidelines on the grant of the Performance-Based Bonus (PBB) CY 2016 for the Bureau's delivery units are as follows:

1. COVERAGE

- 1.1. All delivery units of the Bureau;
- 1.2. All officials and employees of delivery units of the Bureau holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the Bureau, and whose compensation is charged to the lump-sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern.

2. CY 2016 REQUIREMENTS FOR THE GRANT OF PBB

- 2.1. Achieve performance targets under the following commitments:
 - 2.1.1. All Major Final Outputs (MFO) indicators and targets per R.A. 10717 [CY2016 Performance-Informed Budget (PB3) approved by Congress]
 - 2.1.2. Common Support to Operations (STO) targets, as follows:
 - 2.1.2.1. STO target identified in accordance with the priorities of the National Director.
 - 2.1.2.2. Establishment of one of the following, as applicable to the Bureau:
 - a. Quality Management System (QMS) for at least one (1) core process certified by an international certifying body duly accredited by the AO 25 IATF; or

- b. An ISO-aligned documentation of its QMS for one (1) core process as evidenced by the presence of the following documents in the Bureau's Transparency Seal:
 - Approved Quality Manual; and
 - Approved Procedures and Work Instructions Manual including Forms

2.1.3. General Administration and Support Services (GASS) targets as follows:

2.1.3.1. Budget Utilization Rate (BUR)

- a. Obligations BUR computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy; and
- b. Disbursement BUR 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 2016

2.1.3.2. Compliance to Public Financial Management (PFM) reporting requirements of the COA and the DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations, including the following:

- a. Budget and Financial Accountability Reports (BFARs);
- b. Report on Ageing of Cash Advances;
- c. COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equities; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) per COA Resolution No. 2014-003.

2.1.3.3. Adoption and use of the 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012, applicable to the BFAR Central Office, by meeting the requirements under the Memorandum Circular:

2.1.3.4. Submission to the Government Procurement Policy Board — Technical Support Office (GPPB-TSO) of the Annual Procurement Plan (APP) for CY 2016, approved by the Head of the Procuring Entity based on the DBM approved budget, within one month from the issuance of the IATF MC No. 2016-1.

2.1.4 Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF based on the performance drivers of the Results-Based Performance Management System (RBPMS), as follows:

- a. Maintain/Update the Bureau's Transparency Seal in accordance with Section 99 of R.A. 10717 and as provided in Annex 5 of AO 25 IATF MC No. 2016-1;

- b. Maintain/Update the PhilGEPS posting per Revised Implementing Rules and Regulations (IRR) of RA 9184 (Government Procurement Reform Act); and
 - c. Maintain/Update the Citizen's Charter or its equivalent in accordance with RA 9485 (Anti Red Tape Act).
- 2.2. In case the Bureau is assessed to have deficiencies in meeting its performance commitments, the National Director may request for re-evaluation for their compliance status and submit the justification/s to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, justifiable reasons are factors that are considered outside the control of the Bureau.

3. ELIGIBILITY CRITERIA

3.1. Requirements for Eligibility of Individuals

- 3.1.1. For employees belonging to the first and second level positions, they should receive a rating of at least "Satisfactory" based on the Bureau's CSC-approved SPMS.
 - 3.1.2. For third level officials, they should receive a rating of at least "Satisfactory" under the CESPES which covers all incumbents of CES positions for an uninterrupted period of at least three (3) months and after having been subjected to the processes and procedures as provided under CESB Resolution No. 1136 series of 2014 - Guidelines on the Enhanced CESPES. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
 - 3.1.3. For other officials performing managerial and executive functions who are not presidential appointees, they are covered by the Bureau's CSC-approved SPMS and should receive a rating of at least "Satisfactory".
 - 3.1.4. For Personnel on detail to another government agency for six (6) months or more, they 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 parent agency.
 - 3.1.5. For personnel, who transferred from one government agency to another, they 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.
- 3.2. An official or employee who rendered a minimum uninterrupted period of nine (9) months of service in FY 2016 and with at least "Satisfactory" rating in both rating periods may be eligible to the full grant of the PBB.
- 3.3. Employee 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.

- 3.6. An employee or official who rendered a minimum uninterrupted period of three (3) months but less than the uninterrupted period of nine (9) months of service, and with at least "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 Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 9 months	80%
6 months but less than 9 months	70%
5 months but less than 9 months	60%
4 months but less than 9 months	50%
3 months but less than 9 months	40%

- 3.7. The following are the valid reasons for an employee who may not meet the nine (9)-month uninterrupted actual service requirement to be considered for PBB on a pro-rata basis:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave;
- Sabbatical Leave

- 3.8 The following employees shall not be eligible for PBB:

- An official/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.
- An official/employee found guilty of administrative and/or criminal cases filed against him/her and meted penalty in CY 2016 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
- Officials and employees who failed to submit their CY 2015 SALN prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) shall not be entitled to the CY 2016 PBB
- Officials and employees who failed to liquidate Cash Advances received in CY 2016 within the reglementary period as required by the Commission on Audit (COA) shall not be entitled to the CY 2015 PBB
- Officials and employees who failed to submit their duly accomplished Individual Performance Accomplishment Report (IPAR)/ Individual Commitment Review Form (IPCR) or CESPES

ratings to the Bureau's Administrative Division-Human Resource Management Section shall not be entitled to the FY 2016 PBB.

- 3.9 Only eligible personnel belonging to eligible Delivery Units are qualified for the PBB.

4. DELIVERY UNITS OF THE BUREAU

- 4.1. To facilitate the ranking of delivery units, the Bureau should consider similarities of task and responsibility to determine the most appropriate grouping or clustering of delivery units.

- 4.2. Pursuant to Annex A of MC No. 2016-2 dated October 2, 2016 and to facilitate the ranking process, eligible delivery units shall be clustered/grouped considering Bureau's Organizational Structure as approved by the DBM, as further clustered by the Bureau. Ranking and Rating within each group shall take into consideration, among others, the similarities and gravity of tasks and responsibilities of delivery units under each Group.

4.2.1. Group 1 - Office of the Director

- Fisheries Regulatory and Licensing Division
- Fisheries Inspection and Quarantine Division
- National Fisheries Laboratory Division
- Fisheries Resources Management Division
- Vessel Operation Center
- Fisheries Information Management Center
- Information and Fisherfolk Coordination Unit

4.2.2. Group 2 - Technical and Support Services

- National Fisheries Research and Development Institute
- Administrative Division
- Finance and Management Division
- Legal Division
- Fisheries Planning and Economic Division
- Capture Fisheries Division
- Aquaculture Division
- Fisheries Industry Development and Support Services Division
- Fisheries Post-Harvest Technology Division

4.2.3. Group 3 - National Centers

- National Mariculture Center
- Marine Fisheries Development Center
- National Freshwater Fisheries Technology Center
- National Inland Fisheries Technology Center
- National Brackishwater Fisheries Technology Center
- National Fisheries Development Center
- National Seaweeds Technology Development Center

4.2.4. Group 4 - Regional Offices

- Regional Fisheries Office No. 1
- Regional Fisheries Office No. 2

- Regional Fisheries Office - CAR
- Regional Fisheries Office No. 3
- Regional Fisheries Office No. 4-A
- Regional Fisheries Office No. 4-B
- Regional Fisheries Office No. 5
- Regional Fisheries Office No. 6
- Regional Fisheries Office No. 7
- Regional Fisheries Office No. 8
- Regional Fisheries Office No. 9
- Regional Fisheries Office No. 10
- Regional Fisheries Office No. 11
- Regional Fisheries Office No. 12
- Regional Fisheries Office No. 13

5. RANKING OF ELIGIBLE DELIVERY UNITS AND RATES FOR CY 2016 PBB

5.1 The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows but not lower than Php 5,000.00:

Performance Category	PBB Grant as % of Monthly Basic Salary
Best Delivery Unit/ Office (10%)	65%
Better Delivery Unit / Office (25%)	57.50%
Good Delivery Unit / Office (65%)	50%

5.2 Based on the IATF prescribed percentage ranking distribution and the number of Delivery Units (i.e., 38), the Bureau shall have the following number of entitled Delivery Units per Performance Category:

Percentage Ranking Distribution	Performance Category	Computation	No. of Delivery Units of the Bureau
Top 10%	Best Delivery Unit	$38 \times 0.10 = 3.8$	4
Next 25%	Better Delivery Unit	$38 \times 0.25 = 9.5$	10
Next 65 %	Good Delivery Unit	$38 \times 0.65 = 24.7$	24
Total Number of BFAR Units			38

5.3 Each of the PBB Groups identified in Annex A shall have the following number of entitled Delivery Units per Performance Category, provided that all BFAR Delivery Units' are eligible:

Group	No. of Delivery Units	Performance Category		
		Best	Better	Good
Group 1	7	1	2	4
Group 2	9	1	2	6
Group 3	7	1	2	4
Group 4	15	1	4	10
Grand Total		4	10	24

Dissemination of the information to all staff and further appropriate action thereon are requested.



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