



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
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Tel. Nos. 929 – 9597, 929-8047

December 16, 2020

Fisheries Office

Order No. 220

Series of 2020

**Subject : Guidelines on Grant of the CY 2020 Performance Based Bonus (PBB) including the Process and Criteria on Forced Ranking of Delivery Units**

In the exigency of the service and pursuant to Memorandum Circular No. 2020-1, dated June 2, 2020 issued by the Inter-Agency Task Force on the harmonization of National Government performance monitoring, information and reporting systems (AO No. 25 s, 2011), the Guidelines on the grant of the Performance Based Bonus (PBB) CY 2020 for the Bureau's delivery units are as follows:

**1. PURPOSE**

This FOO is being issued to prescribe the criteria and conditions on the grant of the PBB for FY 2020 performance.

**2. COVERAGE**

- 2.1 All delivery units of the Bureau.
- 2.2 The personnel of Bureau holding regular, contractual, and casual positions. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

**3. ELIGIBILITY CRITERIA**

The delivery units of the Bureau must satisfy the following conditions to be eligible for the grant of PBB:

- 3.1 *Good Governance Conditions (GGCs)*. Satisfy 100% of GGCs for FY2020.
- 3.2 *Performance Targets of Agencies*. Achieve each one of the Physical Targets, Support to Operations (STO), and General Administration and Support Services (GASS) requirements for FY 2020.
  - 3.2.1 For the Bureau to achieve (i) streamlining requirements of government services, (ii) higher citizen/client satisfaction compared to baseline data, and (iii) fiscal discipline;
- 3.3 *Performance Rating System to be Used for Personnel in the First and Second Levels, and those occupying Career Executive Service (CES) positions* The rating of the performance of the first and second level officials and employees of the Bureau, including managerial or director positions, but are not Presidential appointees, shall be consistent with the CSC-approved Strategic

Performance Management System (SPMS). For the CES officers and incumbents to CES positions, the rating of their performance shall be based on the guidelines issued by the CES Board (CESB).

**4. GOOD GOVERNANCE CONDITIONS (GGCs)**

The delivery units of the Bureau must satisfy the following conditions of the GGCs in accordance with MC Circular 2020-1:

- 4.1 Maintain/Update the agency Transparency Seal (TS);
- 4.2 Update the PhilGEPS posting of all invitations to bids and awarded contracts;
- 4.3 Set-up Most Current and Updated Citizen's or Service Charter.

**5. FY 2020 PHYSICAL TARGETS**

The delivery units of the Bureau must satisfy the conditions under 5.0 (FY2020 Physical Targets) of MC Circular 2020-1.

**6. ELIGIBILITY OF INDIVIDUALS**

- 6.1 The BFAR National Director is eligible only if the Bureau is eligible. If eligible, their maximum PBB rate for FY 2020 shall be equivalent to 65% of their monthly basic salary as of December 31, 2020. They should not be included in the Form 1.0 - Report on Ranking of Delivery Units.
- 6.2 Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 6.3 Personnel in 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. The payment of the PBB shall come from the mother agency.
- 6.4 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.
- 6.5 Officials and employees who transferred from government agencies that are non-participating in the implementation of the 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.
- 6.6 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Satisfactory rating may be eligible for the full grant of the PBB.
- 6.7 An official or employee 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 on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>LENGTH OF SERVICES</b>	<b>% OF PBB</b>
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;
- 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; and/or Sabbatical Leave.

- 6.8 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
- 6.9 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.
- 6.10 Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; 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 2020 PBB.
- 6.11 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- 6.12 Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2020 PEB to individuals.
- 6.13 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Department/Agency fails to comply with any of these requirements.

**7. RANKING OF DELIVERY UNITS**

- 7.1 When identifying and determining delivery units, the Bureau must be guided by the Master List of Departments/Agencies and Prescribed Delivery Units as stated in the Annex 1 of MC Circular No. 2020-1.
- 7.2 The Bureau shall be treated as an agency separate from Department of Agriculture, its parent department, and shall have a separate ranking of delivery unit.

7.3 In accordance with Annex 1 of MC No. 2020-1 dated June 2, 2020 and to facilitate the ranking process, the eligible delivery units of the Bureau, hereunder stated, shall be clustered/grouped in accordance with the DBM approved organizational structure, as further clustered by the Bureau based on similarities of tasks and responsibilities.

<b>Group 1</b> Office of the Director (7)	Adjudication Committee (AC) Office for Special Concerns (OSC) Bids and Awards Committee (BAC) Information and Fisherfolk Coordination Unit (IFCU) Fisheries Information Management Center (FIMC) Internal Audit Unit (IAU) Vessel Operations Center (VOC)	
<b>Group 2</b> Technical and Support Services (12)	Fisheries Regulatory and Licensing Division (FRLD) Fisheries Inspection & Quarantine Division (FIQD) National Fisheries Laboratory Division (NFLD) Fisheries Resources Management Division (FRMD) Capture Fisheries Division (CFD) Aquaculture Division (AqD) Fisheries Industry Development and Support Services Division (FIDSD) Fisheries Post-Harvest Technology Division (FPHTD) Administrative Division (AD) Finance and Management Division (FMD) Legal Division (LD) Fisheries Planning and Economics Division (FPED)	
<b>Group 3</b> National Centers (8)	National Mariculture Center (NMC), Davao Marine Fisheries Development Center (MFDC), Cavite National Freshwater Technology Center (NFTC), Nueva Ecija National Brackishwater Fisheries Technology Center (NBFTC), Quezon National Inland Fisheries Technology Center (NIFTC), Rizal National Fisheries Development Center (NFDC), Pangasinan National Seaweds Technology Development Center (NSTDC), Sorsogon Mindanao Freshwater Technology Center (MFTC), North Cotabato	
<b>Group 4</b> Regional Offices (15)	Regional Office No. CAR Regional Office No. 1 Regional Office No. 2 Regional Office No. 3 Regional Office No. IV-A Regional Office No. IV-B Regional Office No. 5 Regional Office No. 6 Regional Office No. 7 Regional Office No. 8 Regional Office No. 9 Regional Office No. 10 Regional Office No. 11 Regional Office No. 12 Regional Office No. 13	

Total No. of Delivery Units	42
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7.4 The delivery units that meet the criteria and conditions hereto stated are eligible for the FY 2020 PBB. The eligible delivery units to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

7.5 Based on the prescribed ranking distribution and the number of Delivery Units (42), 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 Units	$42 \times 0.10 = 4.2$	4
Next 25%	Better Delivery Units	$42 \times 0.25 = 10.5$	11
Next 65%	Good Delivery Units	$42 \times 0.65 = 27.3$	27
Total Number of Delivery Units:			42

7.6 Each of the PBB Groups herein identified shall have the following number of entitled Delivery Units per performance category, provided that all 3FAR Delivery Units are eligible:

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	12	1	3	8
3	8	1	2	5
4	15	1	4	10
<b>TOTAL</b>	<b>42</b>	<b>4</b>	<b>11</b>	<b>27</b>

## 8. RATES OF PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

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

## **9. TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS:**

The delivery units must comply with the timelines and submission or posting of reports and requirements stated under the MC Circular No. 2020-1

## **10. RESPONSIBLE UNITS**

10.1 BFAR Performance Management Team (PMT). Pursuant to Fisheries Office Order (FOO) No. 318, series of 2017, as amended by FOO No. 43 series of 2019 dated February 19, 2020, 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 (FPEID)

OIC/Chief, Finance and Management Division (FMD)

Chief, Human Resource Management Section (HRMS)

BFAR-EU Representative

### **10.1.1 Functions and Responsibilities**

- a. Sets consultation meetings of all Centers/Divisions/Units for the purpose of discussing the targets set.
- b. Adopts its own internal rules, procedure and strategies in carrying out their responsibilities including schedule of meetings and deliberations, delegation of authority to representatives in case of absence of its members
- c. Adopt and undertake a communications strategy which will engage the employees in the process of understanding and meeting the targets of the Bureau and the services/outputs that the offices and employees need to deliver to meet these targets
- d. Recommends approval of the Bureau's performance commitment for the grant of rewards and incentives
- e. Acts as appeals body and final arbiter.
- f. Publish the performance targets of the Bureau and the progress of their quarterly or monthly accomplishments in the Bureau website and internet for the public to be informed and the employees access.
- g. Identifies top performers for awards.

### **10.1.2 FPED Functions and Responsibilities**

- a. Functions as the PMT secretariat
- b. Monitors submission of Office Performance Commitment and Rating Form (OPCR) and schedule the review/evaluation by the PMT.
- c. Consolidates, reviews and evaluates the initial performance assessment based on accomplishments reported against success indicators and budget against actual expenses.
- d. Conducts an agency performance planning and review conference annually.
- e. Provides each office with the final office assessment as basis of offices in the assessment of individual employees.

10.1.3 FMD Functions and Responsibilities

- a. Ensures the Bureau's performance targets and measures, as well as the budget are aligned with that of the Bureau and that work distribution is rationalized.

10.1.4 HRMS Functions and Responsibilities

- a. Monitors submission of the Individual Performance Commitment and Rating Form.
- b. Reviews the Summary List of Individual Performance Rating Form
- c. Provides analytical data on retention, skill/competency gaps and talent development plan.
- d. Coordinate developmental interventions that will form part of the learning and development plan.
- e. Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports, summary list of employees' performance rating and such other reports as may be required by the Commission.

**11. 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, PCG (Ret.)**  
BFAR National Director

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**BRIEFER**

**DATE** : December 21, 2020  
**FROM** : **MILDRED M. BUAZON**  
Chief, Administrative Division  
**FOR** : **EDUARDO B. GONGONA**  
Director  
**SUBJECT** : FOO in Grant of the CY 2020 Performance Based Bonus (PBB)  
Including the Process and Criteria on Forced Ranking of Delivery  
Units

Administrative Division  
Prepared by: Mildred M. Buazon  
Designation: Chief  
Office: Administrative Division  
Contact Number: 8929.6484

- 1.) The Inter-Agency Task Force issued a Memorandum Circular 2020-1 entitled: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020.
- 2.) In pursuance to the said MC Circular, this office drafted an FOO containing the said guidelines including the process and criteria on forced ranking of delivery units for the grant of the PBB.
- 3.) Action Requested: Signature to the attached FOO.

Reviewed by:

  
**CHIEF OF STAFF**  
Office of the Director

**APPROVED/DISAPPROVED**

**EDUARDO B. GONGONA**  
BFAR National Director  
