



Republic of the Philippines
Department of Agriculture

BUREAU OF FISHERIES AND AQUATIC RESOURCES

3rd Floor, PCA Building, Elliptical Road, Diliman, Quezon City
Tel. Nos. 929 - 9597, 929-8047, 929-6484

August 17, 2020

MEMORANDUM

FOR : **THE REGIONAL DIRECTORS**
This Bureau

INTERIM EXECUTIVE DIRECTOR
National Fisheries Research and Development Institute

FROM : **THE DIRECTOR**
This Bureau

SUBJECT : Submission of Forced Ranking of Delivery Units

In compliance with the requirements for the grant of FY2019 PBB, you are hereby required to submit the ranking of delivery units of your respective offices **on or before 1 September 2020** to hrmsco@gmail.com. If you have any concerns, you may contact Ms. Sharmaine Zalameda of HRMS at (02) 454-8651.

Attached herewith are the ***Guidelines on Ranking Delivery Units for the Grant of FY 2019 PBB.***

For compliance.


EDUARDO B. GONGONA
Director

Department of Agriculture
**Bureau of Fisheries and
Aquatic Resources**
(CENTRAL OFFICE)



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DTS-HRMS-08-20-0028
17 August 2020yr. 10:45:34s.



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Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
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Tel. Nos. 929 - 9597, 929-8047

September 27, 2019

Fisheries Office
Order No. 2811
Series of 2019

**Subject : Guidelines on Ranking Delivery Units for the Grant of FY2019
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 FY2019 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.

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Department of Agriculture
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(CENTRAL OFFICE)



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DTS-AD-10-19-0001

1 October 2019yr. 14:29:30s.

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.

