

## GUIDELINES FOR RANKING OF BUREAUS FOR GRANTING THE PERFORMANCE-BASED BONUS FOR FY 2018

### I. OVERVIEW

The PMMA Performance Management Team shall be the highest team responsible in the implementation of these guidelines.

The guidelines shall be aligned with the system of ranking stipulated in Section 8 of the MEMORANDUM CIRCULAR 2018-1 of the INTER-AGENCY TASK FORCE (IATF).

The thirty six (36) units that comprise PMMA were grouped into eight (8) interconnected bureaus. These bureaus correspond to the Academy's CORE processes, SUPPORT processes, and GASS (General Administrative Support Service) processes.

The table below shows the grouping of the Academy units into bureaus:

GROUP	BUREAU	DEPARTMENT/UNIT
CORE	Bureau 1	College of Marine Transportation
	Bureau 2	College of Marine Engineering
	Bureau 3	Graduate School
		Department of Research and Development
		Training Center
STO	Bureau 4	Department of Midshipman Affairs
		Medical-Dental Unit
		Mess Unit
		Dormitory Unit
	Bureau 5	Department of Shipboard Training
		Information Technology Services
		Guidance Unit
		Library Unit
		Registrar's Office
		Admission's Office
GASS	Bureau 6 (Administrative Group)	Office of the Chief Administrative Officer
		Human Resource Management Unit
		Records Unit
		Transportation Unit
		Repair and Maintenance
		Grounds
		Security
		Janitorial Services
	Business Management Office	
Bureau 7	Financial Management Office	

	(Finance Group)	Budget Office
		Procurement and Supply Unit
		Accounting Unit
		Cash Unit
		Bids and Awards Committee
	Bureau 8 (Top Management)	Office of the Superintendent
		Office of the Assistant Superintendent for Academics, Training, Research and Extension
		Office of the Assistant Superintendent for Admin and Finance
		Planning Office
		Quality Assurance Office

## II. RANKING OF BUREAUS

Bureaus are forced rank according to the accomplishment of their Unit members versus the institutional targets. Given that PMMA has only 8 bureaus, Section 8.0 of the IATF MC 2018-1 would direct that PMMA will have the following distribution:

**Best Bureau** (One Bureau)  
**Better Bureaus** (Two Bureaus)  
**Good Bureaus** (Five Bureaus)  
**Total Number of Bureaus** (Eight Bureaus)

Bureaus 1, 2, 3, 7, and 8 directly contribute to the institutional targets reflected in the 2018 GAA. However, Bureaus 4, 5, and 6 contribute indirectly to the institutional targets.

The accomplishments of the Bureaus that directly contribute to the institutional targets are measured against the accomplished MFOs, STO and GASS targets reflected in Form A. However, the accomplishments of the Bureaus that contribute indirectly to the institutional targets are based on their attained outputs vis-à-vis their department/unit targets, as required by the Strategic Performance Management System (SPMS).

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