



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
METROPOLITAN MANILA DEVELOPMENT AUTHORITY
(Pangasiwaan Sa Pagpapaunlad Ng Kalakhang Maynila)
ISO 9001:2015 CERTIFIED



June 14, 2022

MEMORANDUM CIRCULAR NO.: 0006

Series of 2022

TO : ALL OFFICIALS AND EMPLOYEES
This Authority

SUBJECT : ADDENDUM TO MEMORANDUM CIRCULAR NO. 0004 S. 2022
ENTITLED "PRESCRIBING INTERNAL GUIDELINES FOR THE
FY 2022 PERFORMANCE – BASED BONUS (PBB)"

1. RATIONALE AND OBJECTIVE

Pursuant to Memorandum Circular No. 2022 – 1 dated March 24, 2022 entitled "**Guidelines on the Grant of the Performance – Based Bonus for Fiscal Year 2022 under Executive Order No. 201 S. 2016**" issued on March 24, 2022 by the Inter – Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, Form 1.0 must be submitted to the AO25 Secretariat together with all the required PBB documents wherein the Delivery Units (DUs) must be indicated beside the name of the employees who are qualified to receive the 2022 PBB under Item B of the Supplemental Report. Hence, it is necessary to include the list of offices (Delivery Units/Offices) as part of the Internal Guidelines for the FY 2022 Performance – Based Bonus.

2. List of Delivery Units/Offices

2.1 Office of the Chairman

- 2.1.1 Immediate Staff
- 2.1.2 Council Secretariat
- 2.1.3 Management Information System Staff
- 2.1.4 Public Affairs Staff

2.2 Deputy Chairman

- 2.2.1 Pasig River Ferry System
- 2.2.2 Action Officers Group

2.3 Office of the General Manager

- 2.3.1 Immediate Staff
- 2.3.2 Corporate Planning and Management Staff
- 2.3.3 Legal and Legislative Affairs Staff
 - 2.3.3.1 Research Group
 - 2.3.3.2 Investigation Group

2.4 Office of the AGM for Finance and Administration

- 2.4.1 Immediate Staff
- 2.4.2 **Finance Service**
 - 2.4.2.1 Office of the Director
 - 2.4.2.2 Accounting Division

- 2.4.2.3 Budget Division
- 2.4.2.4 Treasury Division

2.4.3 Administrative Service

- 2.4.3.1 Office of the Director
- 2.4.3.2 General Administrative Services Division
- 2.4.3.3 Supply and Property Division
- 2.4.3.4 Records Division
- 2.4.3.5 Staff Development Division
- 2.4.3.6 Personnel Transaction Division
- 2.4.3.7 Personnel Benefits Division

2.5 Office of the AGM for Planning

- 2.5.1 Immediate Staff
- 2.5.2 Metropolitan Development Planning Service
 - 2.5.2.1 Plans and Programs Formulation Division
 - 2.5.2.2 Plans and Programs Evaluation Division
- 2.5.3 Physical Planning and Spatial Development Service
 - 2.5.3.1 Land Resource Management and Zoning Division
 - 2.5.3.2 Urban Development Division

2.6 Office of the AGM for Operations

- 2.6.1 Immediate Staff
- 2.6.2 Operations Monitoring and Control Group (Metrobase)
- 2.6.3 **Health, Public Safety and Environmental Protection Office (HPSEPO)**
 - 2.6.3.1 Plans and Programs Development and Monitoring Division
 - 2.6.3.2 Public Safety Division
 - 2.6.3.3 Health and Sanitation Services Coordination and Assistance Division
 - 2.6.3.4 Metro Parkway Clearing Group/Environmental Management Division
 - 2.6.3.5 Sidewalk Clearing Operations Group (Ad Hoc Office)
 - 2.6.3.6 Smoke Belching Unit (Ad Hoc Office)
 - 2.6.3.7 Metropolitan Social Services Office (Ad Hoc Office)
- 2.6.4 **Solid Waste Management Office**
 - 2.6.4.1 Plans and Design Division
 - 2.6.4.2 Project Monitoring Division
 - 2.6.4.3 Site Operations Management Division I
 - 2.6.4.4 Site Operations Management Division II
 - 2.6.4.5 Site Operations Management Division III
 - 2.6.4.6 Site Operations Management Division IV
- 2.6.5 **Flood Control and Sewerage Management Office**
 - 2.6.5.1 Plans, Design and Project Monitoring Division
 - 2.6.5.2 Equipment Management Division
 - 2.6.5.3 Metro Manila Crisis Monitoring Management Center (MMCMMC)
 - 2.6.5.4 Drainage, Floodways and Waterways
 - 2.6.5.5 Effective Flood Control Operations System (EFCOS)
 - 2.6.5.6 Pumping Stations and Floodgates Operations

2.6.6 Traffic Discipline Office – Support Group

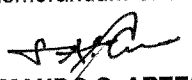
- 2.6.6.1 Office of the Director for Enforcement – TDO and Immediate Staff
- 2.6.6.2 TDO – Administrative Section
- 2.6.6.3 Traffic Investigation Unit
- 2.6.6.4 Office of the Director – Traffic Engineering Center (TEC) and immediate staff
- 2.6.6.5 TEC – Traffic Signal Operations & Maintenance Division
- 2.6.6.6 TEC – Construction Division
- 2.6.6.7 TEC – Traffic Engineering Division/Fabrication and Installation Group
- 2.6.6.8 TEC – Plans & Design Division (TEC)
- 2.6.6.9 TEC – Road Safety Unit (RSU)
- 2.6.6.10 Traffic Education Division
- 2.6.6.11 Traffic Ticket Management Division
- 2.6.6.12 Road Emergency Group
- 2.6.6.13 Traffic Adjudication Division
- 2.6.6.14 Children's Road Safety Park
- 2.6.6.15 Task Force Landas – PSG
- 2.6.6.16 Towing and Impounding Group
- 2.6.6.17 Bus Management and Dispatch System
- 2.6.6.18 Personnel Inspection and Monitoring Group
- 2.6.6.19 Parking Management Team

2.6.7 TDO Enforcement Group

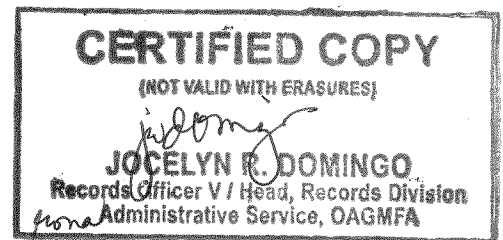
- 2.6.7.1 Northern Traffic Enforcement Division
- 2.6.7.2 Eastern Traffic Enforcement Division
- 2.6.7.3 Western Traffic Enforcement Division
- 2.6.7.4 Southern Traffic Enforcement Division
- 2.6.7.5 Central Traffic Enforcement Division I
- 2.6.7.6 Central Traffic Enforcement Division II
- 2.6.7.7 EDSA – STTZ
- 2.6.7.8 C-5 Special Traffic and Transport Zone
- 2.6.7.9 Commonwealth Special Traffic District
- 2.6.7.10 No Contact Apprehension Policy
- 2.6.7.11 Overspeeding Enforcement Group
- 2.6.7.12 Mobile Patrol Unit
- 2.6.7.13 Motorcycle Unit
- 2.6.7.14 New Task Force Special Operations and Anti – Cololum Unit
- 2.6.7.15 Bike Lane Program Unit

3 EFFECTIVITY

This Memorandum Circular shall take effect immediately.


ATTY. ROMANDO S. ARTES, CPA
Chairman

ROS 21 JUN 2022



 **MMDA**



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