

ANNEX 4

Form 1.0

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

1.0 Summary of Information Required
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____
1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of November 30, 2016 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: _____

Details for Head of Agency			
Name	Salary Grade	Months in service in 2016	Amount of PBB

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees			
			Names of Employee	Salary Grade	Months in service in 2016	Amount of PBB
2.1 Best (10%)	Delivery Unit 1					
	Delivery Unit 2					
TOTAL BEST						

2.2 Better (25%)	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL BETTER			
Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees			
			Names of Employee	Salary Grade	Months in service in 2016	Amount of PBB
2.3 Good (65%)	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL GOOD			
2.4 Did not meet Targets (No PBB)	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL POOR			

2.5 Did not submit SALN	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					
2.7 Did not submit SPMS Forms	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices / delivery units within the department/agency.)

Empty box for agency guidelines and process.

Head of HR

Date:

Department Agency Head

Date: