**ANNEX 11**

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**REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS/ EMPLOYEES**

**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 at least 90% of performance targets \_\_\_\_\_\_\_\_\_\_\_  |
| 1.3 Total No. of Filled Positions as of (November 30/ December 31, 2013 )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.4 Total No. of Officials and Employees Entitled to PBB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.5 Total Amount Required for Payment of PBB P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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2.0 **Ranking of Bureaus/Offices/Attached Agencies/Delivery Units/Employees**

| **Ranking** | **Names of Bureaus/ Offices/Attached Agencies/ Delivery Units** | **Rate of Accomplishment of Targets** **(in %)** | **Ranking of Employees** | **Amount of PBB** |
| --- | --- | --- | --- | --- |
| **RankING** | **No. of Employees by****SALARY GRADE** |
| 2.1 Top 10% (Best) | Delivery Unit 1:  |  | Best Performer (Top 10%) |  |  |
| Better Performer (next 25%) |  |  |
| Good Performer (next 50%-65%) |  |  |
| Poor Performer |  |  |
| Delivery Unit 2: |  | Best Performer (Top 10%) |  |  |
| Better Performer (next 25%) |  |  |
| Good Performer (next 50%-65%) |  |  |
| Poor Performer |  |  |
| **TOTAL BEST** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 2.2 Next 25% (Better) | Delivery Unit 1:  |  | Best Performer (Top 10%) |  |  |
| Better Performer (next 25%) |  |  |
| Good Performer (next 50%-65%) |  |  |
| Poor Performer |  |  |
| Delivery Unit 2: |  | Best Performer (Top 10%) |  |  |
| Better Performer (next 25%) |  |  |
| Good Performer (next 50%-65%) |  |  |
| Poor Performer |  |  |
| **TOTAL BETTER** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ranking** | **Names of Bureaus/ Offices/Attached Agencies/ Delivery Units** | **Rate of Accomplishment of Targets** **(in %)** | **Ranking of Employees** | **Ranking** |
| **RankING** | **No. of Employees by****SALARY GRADE** |
| 2.3 Next 50%-65% (Good) | Delivery Unit 1:  |  | Best Performer (Top 10%) |  |  |
| Better Performer (next 25%) |  |  |
| Good Performer (next 50%-65%) |  |  |
| Poor Performer |  |  |
| Delivery Unit 2: |  | Best Performer (Top 10%) |  |  |
| Better Performer (next 25%) |  |  |
| Good Performer (next 50%-65%) |  |  |
| Poor Performer |  |  |
| **TOTAL GOOD** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| * 1. Did not meet 90%

of targets (No PBB) | Delivery Unit 1:  |  |  |  |  |
| Delivery Unit 2: |  |  |  |  |
| **TOTAL POOR** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Reminder : Please attach a description of the criteria and process used in rating the performance and ranking of the** **bureaus/offices/attached agencies/delivery units.** |
| Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Department Agency Head** |