

Form 1.0

REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/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 at least 90% of performance targets _____

1.3 Total No. of Filled Positions as of November 30, 2014 _____

1.4 Total No. of Officials and Employees Entitled to PBB _____

1.5 Has achieved at least 90% of each one of the FY 2014 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets? (please check whichever applies)

YES _____, the following ranking distribution applies

Ranking	Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

NO _____, the following ranking distribution applies

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

1.6 Total Amount Required for Payment of PBB P _____

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(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 6.1 or Section 6.2)

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees			
			Ranking	No. of Employees by Salary Grade	Amount of PBB	
2.1 Best (___%)	Delivery Unit 1		Best Performer (20%)			
			Better Performer (35%)			
			Good Performer (45%)			
			Poor Performer			
	Delivery Unit 2			Best Performer (20%)		
				Better Performer (35%)		
				Good Performer (45%)		
				Poor Performer		
			TOTAL BEST			
2.2 Better (___%)	Delivery Unit 1		Best Performer (15%)			
			Better Performer (30%)			
			Good Performer (55%)			
			Poor Performer			
	Delivery Unit 2			Best Performer (15%)		
				Better Performer (30%)		
				Good Performer (55%)		
				Poor Performer		
			TOTAL BETTER			

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees		
			Ranking	No. of Employees by Salary Grade	Amount of PBB
2.3 Good (___%)	Delivery Unit 1		Best Performer (10%)		
			Better Performer (25%)		
			Good Performer (65%)		
			Poor Performer		
	Delivery Unit 2		Best Performer (10%)		
			Better Performer (25%)		
			Good Performer (65%)		
			Poor Performer		
			TOTAL GOOD		
2.4 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 employees within a bureau/office/attached agency/delivery unit.

Date Submitted

Department Agency Head

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2014**

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

Head of HR

Date:

Department Agency Head

Date: