**ANNEX 5**

**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 at least 90% of performance targets \_\_\_\_\_\_\_\_\_\_\_ |
| 1.3 Total No. of Filled Positions as of November 30, 2015 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.4 Total No. of Officials and Employees Entitled to PBB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.5 Has achieved at least 90% of each one of the FY 2015 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**REPORT ON RANKING OF OFFICES/DELIVERY UNITS**

**Department/Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 7.2 or Section 7.3)*

| **Ranking** | **Names of Bureaus/ Offices/Attached Agencies/ Delivery Units** | **Rate of Accomplishment of Targets (in %)** | | **Ranking of Employees** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ranking** | **Names of Employee** | **Salary Gade** | **Months in service in 2015** | **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 |  |  |  |  |
| **Ranking** | **Names of Bureaus/ Offices/Attached Agencies/ Delivery Units** | **Rate of Accomplishment of Targets (in %)** | | **Ranking of Employees** | | | | |
| **Ranking** | **Names of Employee** | **Salary Gade** | **Months in service in 2015** | **Amount of PBB** |
|  | Delivery Unit 2 |  | | Best Performer (15%) |  |  |  |  |
| Better Performer (30%) |  |  |  |  |
| Good Performer (55%) |  |  |  |  |
| Poor Performer |  |  |  |  |
| **TOTAL BETTER** | | | | |  |  |  |  |
| 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** | | | | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | |  |  |  |

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL**

**FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of HR Department Agency Head**

**Date: Date:**