**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:**