**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.)*

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

 **Head of HR Department Agency Head**

 **Date: Date:**