#

 **ANNEX 5**

**Form 1.0**

**REPORT ON RANKING OF DELIVERY UNITS**

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

|  |
| --- |
| 1.0 **Summary of Information Required** |
| 1.1 Total No. of Delivery Units **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1.2 Total No. of Delivery Units that achieved their performance targets **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |
| 1.3 Total No. of Filled Positions as of December 31, 2017 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 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 DELIVERY UNITS**

Department/Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Details for Head of Agency** |
| --- |
| **Name** | **Salary Grade** | **Months in service in 2017** | **Amount of PBB** |
|  |  |  |  |

| **Ranking** | **Names of Delivery Units** | **Rate of Accomplishment of Targets (in %)** | **List of Employees**  |
| --- | --- | --- | --- |
| **Names of Employee** | **Salary Grade****(and Step Increment)** | **Months in service in 2017** | **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**  |  |  |  |
| **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** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL Did not submit SALN** |  |  |  |
| **2.6 Did not liquidate Cash Advance within reglementary period** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL Did not liquidate Cash Advance** **within reglementary period**  |  |  |  |
| **2.7 Did not submit SPMS Forms**  |   |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL Did not submit SPMS Forms** |  |  |  |
| **2.8 Excluded due to other reasons (i.e Responsible for not submitting APP, APCPI, or others)** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL Excluded due to other reasons** |  |  |  |

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS**

**FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

*(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:**

**EVALUATION MATRIX SUMMARY**

*(Agency should fill-out the Form 1.0 Evaluation Matrix and reflect the information therein in the Matrix Summary. It shall be the prerogative of the Agency to add as many delivery units as may be necessary.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ranking** | **No. of Delivery Units** | **Name of Delivery Unit** | **No. of Officials and Employees Entitled to PBB** |  **Total Requirement**  |
| **BEST** |   |  |  |  |
| *Sub-Total* |  |  |  |
|   |  |  |  |  |  |  |  |  |
| **BETTER** |   |  |  |  |
| *Sub-Total* |  |  |  |
|   |  |  |  |  |  |  |  |  |
| **GOOD** |   |  |  |  |
| *Sub-Total* |  |  |  |
|   |  |  |  |  |  |  |  |   |
| *Agency Head* | *(name of Incumbent)* | *(Position Title & Salary Grade)* |  *(Rate of PBB)*  |
|   |   |   |   |   |   |   |   |   |
| **Grand Total** |  |  |