

Form 1.0 REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

I. 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 December 31, 2019 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

II. REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: _____

Details for Head of Agency				
Name	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2019	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 (and Step Increment)	Monthly Basic Salary	Months in service in 2019	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 (and Step Increment)	Monthly Basic Salary	Months in service in 2019	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					

Head of HR

Date:

Department Agency Head

Date: