***ANNEX 8***

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS**

**FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)\***

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

*(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)*

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

 **Head of HR Department Agency Head**

 **Date: Date:**

***\**** *Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.*

 *This document shall be posted on the agency TS page on or before October 1, 2020.*