**FORM 1.0**

**REPORT ON RANKING OF DELIVERY UNITS**

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

1. **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, 2023: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1.4 Total No. of Officials and Employees Entitled to the PBB: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1.5 Total Agency Score: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1.6 Total Amount Required for Payment of the PBB: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **REPORT ON ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Details for Head of Agency** | | | | | | | |
| **Position Title** | **Name** | **Salary Grade** | **Step Increment** | **Monthly Basic Salary as of December 31, 2023** | **Months of service in 2023** | **Amount of the PBB** |
|  |  |  |  |  |  |  |

1. **Eligible Employees to the PBB**

| **Name of Delivery Units** | **List of Employees** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Salary Grade** | **Step Increment** | **Monthly Basic Salary as of December 31, 2023** | **Months of service in 2023** | **Amount of the PBB** |
| Delivery Unit 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total:** | | | | | |  |
| Delivery Unit 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total:** | | | | | |  |
| Delivery Unit 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total:** | | | | | |  |
| **GRAND TOTAL:** | | | | | |  |

1. **Ineligible Employees to the PBB**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name of Delivery Unit** | **Name of Employee** | **Salary Grade** | **Step Increment** | **Monthly Basic Salary as of December 31, 2023** | **Months of Service in 2023** |
| **Did not meet PBB Targets** | Delivery Unit 1 |  |  |  |  |  |
|  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |
|  |  |  |  |  |
| **Did not submit SALN** | Delivery Unit 1 |  |  |  |  |  |
|  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |
|  |  |  |  |  |
| **Did not liquidate Cash Advance within reglementary period** | Delivery Unit 1 |  |  |  |  |  |
|  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |
|  |  |  |  |  |
| **Did not submit SPMS Forms** | Delivery Unit 1 |  |  |  |  |  |
|  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |
|  |  |  |  |  |
| **Others** | Delivery Unit 1 |  |  |  |  |  |
|  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |
|  |  |  |  |  |

**Prepared by: Approved by:**

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

**Head of HR Unit Department/Agency Head**

**Date: Date:**