

**FORM 1.0**  
**REPORT ON RANKING OF DELIVERY UNITS**

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

**I. 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: _____

**II. 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

**A. 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						
<b>Sub-total:</b>						
Delivery Unit 2						
<b>Sub-total:</b>						
Delivery Unit 3						

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
					Sub-total:	
					GRAND TOTAL:	

**B. 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:**