

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				
2.6 Did not liquidate Cash Advance within reglementary period	TOTAL Did not submit SALN			
2.7 Did not submit SPMS Forms	TOTAL Did not liquidate Cash Advance within reglementary period			
2.8 Excluded due to other reasons (i.e Responsible for not submitting APP, APCPI, or others)	TOTAL Did not submit SPMS Forms			
	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

Date:

Department Agency Head

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				
	<i>Sub-Total</i>			
BETTER				
	<i>Sub-Total</i>			
GOOD				
	<i>Sub-Total</i>			
<i>Agency Head</i>		<i>(name of Incumbent)</i>	<i>(Position Title & Salary Grade)</i>	<i>(Rate of PBB)</i>
Grand Total				