

**ANNEX 7**  
**Form 1 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, 2018 _____
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 2018	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 2018	Amount of PBB
<b>2.1 Best (10%)</b>	Delivery Unit 1						
	Delivery Unit 2						
<b>TOTAL BEST</b>							
<b>2.2 Better (25%)</b>	Delivery Unit 1						

	Delivery Unit 2						
<b>TOTAL BETTER</b>							
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 2018	Amount of PBB
2.3 Good (65%)	Delivery Unit 1						
	Delivery Unit 2						
<b>TOTAL GOOD</b>							
2.4 Did not meet Targets (No PBB)	Delivery Unit 1						
	Delivery Unit 2						
	<b>TOTAL POOR</b>						

<b>2.5 Did not submit SALN</b>	Delivery Unit 1					
	Delivery Unit 2					
	<b>TOTAL</b>					
<b>2.6 Did not liquidate Cash Advance within reglementary period</b>	Delivery Unit 1					
	Delivery Unit 2					
	<b>TOTAL</b>					
<b>2.7 Did not submit SPMS Forms</b>	Delivery Unit 1					
	Delivery Unit 2					
	<b>TOTAL</b>					

\_\_\_\_\_  
Head of HR

Date:

\_\_\_\_\_  
Department Agency Head

Date: