

**ANNEX 8  
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS  
FOR THE GRANT OF FY 2018 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**

**Date:**

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

**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, 2018.*