

Form 1.0
REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE NO. 5

1.0 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 at least 90% of performance targets _____																
1.3 Total No. of Filled Positions as of November 30, 2015 _____																
1.4 Total No. of Officials and Employees Entitled to PBB _____																
<p>1.5 Has achieved at least 90% of each one of the FY 2015 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets? (please check whichever applies)</p> <p>YES _____, the following ranking distribution applies</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">Ranking</th> <th style="padding: 2px;">Performance Category</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Top 15%</td> <td style="padding: 2px;">Best Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="padding: 2px;">Next 30%</td> <td style="padding: 2px;">Better Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="padding: 2px;">Next 55%</td> <td style="padding: 2px;">Good Bureau/Office/Delivery Unit</td> </tr> </tbody> </table> <p>NO _____, the following ranking distribution applies</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">Ranking</th> <th style="padding: 2px;">Performance Category</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Top 10%</td> <td style="padding: 2px;">Best Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="padding: 2px;">Next 25%</td> <td style="padding: 2px;">Better Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="padding: 2px;">Next 65%</td> <td style="padding: 2px;">Good Bureau/Office/Delivery Unit</td> </tr> </tbody> </table>	Ranking	Performance Category	Top 15%	Best Bureau/Office/Delivery Unit	Next 30%	Better Bureau/Office/Delivery Unit	Next 55%	Good Bureau/Office/Delivery Unit	Ranking	Performance Category	Top 10%	Best Bureau/Office/Delivery Unit	Next 25%	Better Bureau/Office/Delivery Unit	Next 65%	Good Bureau/Office/Delivery Unit
Ranking	Performance Category															
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1.6 Total Amount Required for Payment of PBB P _____																

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Department/Agency DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE NO. 5

(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 7.2 or Section 7.3)

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Gade	Months in service in 2015	Amount of PBB
2.1 Best (__%)	Delivery Unit 1		Best Performer (20%)				
			Better Performer (35%)				
			Good Performer (45%)				
			Poor Performer				
	Delivery Unit 2		Best Performer (20%)				
			Better Performer (35%)				
			Good Performer (45%)				
			Poor Performer				
TOTAL BEST							
2.2 Better (__%)	Delivery Unit 1		Best Performer (15%)				
			Better Performer (30%)				
			Good Performer (55%)				
			Poor Performer				

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Gade	Months in service in 2015	Amount of PBB
	Delivery Unit 2		Best Performer (15%)				
			Better Performer (30%)				
			Good Performer (55%)				
			Poor Performer				
			TOTAL BETTER				
2.3 Good (__%)	Delivery Unit 1		Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
	Delivery Unit 2		Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
			TOTAL GOOD				
2.4 Did not meet 90% of Targets (No PBB)	Delivery Unit 1						
	Delivery Unit 2						
				TOTAL POOR			

2.5 Did not submit SALN	Delivery Unit 1						
	Delivery Unit 2						
	TOTAL						
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1						
	Delivery Unit 2						
	TOTAL						

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

Head of HR

Date:

Department Agency Head

Date: