

FORM 1 – REPORT OF RANKING OF OFFICES/DELIVERY UNITS

NAME OF LGU: _____

REGION: _____

SUMMARY

Information Required:	Total
1.1 Total No. of Offices/Delivery Units	
1.2 Total No. of Officials and Employees Eligible to the Grant of PBB	
1.3.1 Elected Officials	
1.3.2 Appointed Officials/Personnel (Co-terminus)	
1.3.3 Personnel Holding Regular Plantilla Positions	
1.3.4 Contractual Personnel	
1.3.5 Casual Personnel	
1.4 Total No. of Officials and Employees Not Eligible to the Grant of PBB:	
1.5 Total Amount Required for Payment of FY 2019 PBB: PhP _____	

Ranking	Name of Offices/Delivery Units	Names of Individuals	List of Employees					Date of Assumption of Duty	Months in Service in 2019	Amount of PBB	Remarks	
			Elected	Appointed	Regular	Contractual	Casual					Salary Grade
2.1 BEST (10%)												
2.2 BETTER (25%)												

Ranking		Name of Offices/Delivery Units	Name of Individuals	Elected (Contract)	Appointed	Regular employees	Contractual	Casual	Salary Grade	Date of Assumption of Duty	Months in Service in 2018	Amount of PBB	Remarks
2.3 GOOD (65%)													
Total Amount Required for Payment of PBB													

**Add additional rows if necessary*

Prepared by: _____

Head of HRMO _____ Head of PDO _____ Head of Budget Office _____

Certified by: _____

City/Municipal Mayor/Governor _____

Date: _____