

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

**General Rating Scale :**

Numerical	Adjectival	Description
5	Outstanding	performance exceeding targets by 30% & above of the planned targets
4	Very Satisfactory	performance exceeding targets by 15% to 29% of the planned targets
3	Satisfactory	performance of 100% to 114% of the planned targets. For accomplishments requiring 100% of the targets such as those pertaining to money or accuracy or those which may no longer be exceeded, the usual rating of either 10 for those who met targets or 4 for those who failed or fell short of the targets shall still be enforced
2	Unsatisfactory	performance below by 51% to 99% of the planned targets
1	Poor	performance failing to meet the planned targets by 50% or below

**Final Rating Allocation :**

Strategic Priorities - 45%  
Core Functions - 45%  
Support Functions - 10%

**360 Degrees Feedback** (Individual Ranking according to their Work Group Category) :

Standard 360 Degrees Feedback	
5	1
4.5	2
4	3
3.5	4
3	5
2.5	6
2	7
1.5	8
1	9
0.5	10
0.25	11

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Unsatisfactory  
1 - Poor

  
MRS. ELENITA V. PANGANIBAN  
HR Division Manager

Date:

  
ENGR. RESTITUTO B. SUMANGA, SR.  
General Manager A

Date: