



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY




Tayum Street, Brgy. 8, City of Kabankalan

DIVISION MEMORANDUM

No. 197

To: Chief, CID and SGOD
Public Schools District Supervisors
Principals and School Heads (Elementary & Secondary)

From: ANTHONY H. LIOBET, CESO VI 
Assistant Schools Division Superintendent
Officer-In-Charge

Date: October 13, 2017

Subject: Conduct of 2016 Performance-Based Bonus

1. The Performance-Based Bonus (PBB) is a top-up bonus for government employees and officials in accordance with their contribution to the accomplishment of the overall agency targets and commitments. In order to be eligible for the grant of the PBB, agencies must conduct performance rating and ranking of all its delivery units and personnel.
2. The Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Office for Fiscal Year 2016 stipulates the procedures and criteria for the grant of PBB for all DepEd employees in every governance level – central, regional and schools division offices, and schools.
3. All schools are required to filled out the PBB template “Form 1.2” (refer to the attached template)
4. **DEADLINE OF SUBMISSION** is on **OCTOBER 20, 2017**.
 - a. Please e-mail the softcopy to: archiebal.poyogao@deped.gov.ph (excel format)
 - b. Hardcopy signed by the School Head.
5. Strict and immediate compliance to this memorandum is desired.

PERFORMANCE-BASED BONUS 2016
SCHOOL LEVEL FORM 1.2
SCHOOL PERSONNEL DATA

Region:
Schools Division:
School:
School ID:
School Classification (e.g., Small, Medium, Large):

	NAME OF SCHOOL	SCHOOL ID	LIST OF SCHOOL-BASED PERSONNEL				
			Name of Personnel	Salary Grade	Salary Step	Monthly Basic Salary <i>(as of December 31, 2016)</i>	Months in Service in 2016 <i>(April 2016-March 2017)</i>
			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
TOTAL NUMBER OF ELIGIBLE SCHOOL-BASED PERSONNEL:				TOTAL AMOUNT:			
NON-ELIGIBLE PERSONNEL (NO PBB):							
Did not meet an at least "Satisfactory" performance			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
Did not submit SALN			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
Did not liquidate Cash Advance within the reglementary period			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
Did not submit RPMS IPCRF			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:							
TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:							

School Head
Date