



December 09, 2014

Division Memorandum
No. 680, s. 2014

**CONFERENCE OF ALL DISTRICT SUPERVISORS, DISTRICT ICT
COORDINATORS AND SECONDARY SCHOOL HEADS ON
THE PREPARATION OF 2014 PERFORMANCE-BASED
BONUS (PBB)**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. There will be a **Conference-Workshop of all District Supervisors/OICs, District ICT Coordinators and Secondary School Heads on the Preparation of the 2014 Performance-Based Bonus (PBB)** to be held at the Division Office Session Hall on the following schedules:

December 11, 2014 at 8:00 AM to 5:00 PM- PSDS/District OICs and ICT Coordinators
December 12, 2014 at 8:00 AM to 5:00 PM – Secondary School Heads

2. Please bring the following:

- a. Laptop;
- b. Hard and soft copies of list of teachers per school (warm bodies) indicating 1st day of service for those hired during CY 2013 and 2014; and
- c. Hard and soft copies of list of teachers who filed their SALN to the Division Office on or before April 30, 2014.

3. Lunch and two (2) snacks of participants shall be chargeable against **Division INSET funds**, while travelling expenses shall be chargeable against **local school MOOE/PTA/SEF funds**, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent