Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building, Sudlon, Lahug, Cebu City

August 7, 2015

Division Memorandum
No. 478, s. 2015

ORIENTATION-WORKSHOP ON THE GUIDELINES OF THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2014

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

1. This Office announces the conduct of an **Orientation-Workshop on the Guidelines of the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2014** on **Monday, August 10, 2015** at **8:00 to 2:00 PM** at **DepEd-Ecotech Center, Sudlon, Lahug, Cebu City.**

2. Participants to the said orientation-workshop are all Division Supervisors/Coordinators, District Supervisors/OICs, District Plantilla In-charge, and all secondary school heads.

3. Expenses for morning snacks and venue rental shall be chargeable against **Division funds**, while travelling expenses shall be chargeable against **local/school MOOE/PTA/SEF funds**, subject to the usual auditing and accounting rules and guidelines.

4. Participants are hereby instructed to bring laptop, file copies of the SALN report submitted to this Office last January, 2015 and soft and hard copies of the Report on the Number of DepEd Personnel in School/District (pls refer to Enclosures 1 and 2). Please follow **strictly** the format in **Excel form** and the given instructions.

5. This Memorandum serves as **AUTHORITY TO TRAVEL.**

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

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

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Enclosure A1

Department of Education
Region V11, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building, Sudlon, Lahug, Cebu city

REPORT ON THE NUMBER OF DEPED PERSONNEL IN THE SCHOOL/DISTRICT
SY 2014-2015

School ID	School	Name of Teachers (Warm Bodies)	Position/ Designation	Status (Retired/ Old/Newly Hired)	Remarks

Respectfully submitted by:

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School Head/ District Supervisors/OICs

Instructions:

1. To be included in the list per school are teaching and non teaching personnel working in the school during School Year 2014-15 (for teachers and school heads),Fiscal Year 2014 (for PSDSs, Utility workers, Dist. Guidance Coor., DALCs/Mobile Teachers)
2. Indicate in the remarks the first day of service for newly hired teachers and last day of service of teachers who retired FY 2014.
3. Indicate in the Position/Designation if T1, T2, T3, HT, Principal, PSDS, Dist. Guid. Coor., ADAS, ADA1 DALCs/Mobile Teacher

Enclosure 2

Department of Education
Region V11, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building, Sudlon, Lahug, Cebu City

SUMMARY OF ELIGIBLE EMPLOYEES TO RECEIVE PBB FOR FISCAL YEAR 2014

School ID	District	School	No. of Teachers	No. of Non-Teaching Personnel	No. of Teaching Related Personnel	No. of Employees w/SALN 2013	No. of Tchrs. Hired during FY 2014	No. of Tchrs. who retired during FY 2014	REMARKS

Respectfully submitted by:

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School Head/ District Supervisor/OICs