

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



September 25, 2019

DIVISION MEMORANDUM

No. 588, s. 2019

**DATA REQUIREMENTS FOR THE 2018 PERFORMANCE-BASED BONUS (PBB) REPORTS**


To: Assistant Superintendents  
District Supervisors/OICs  
Public Elementary & Secondary School Heads (including OUS/IUS)  
District/Central Senior Bookkeepers  
ICT Coordinators (District)  
All Others Concerned

1. Per Regional Memorandum No. 499, s. 2019, dated September 21, 2019, you are required to submit to this Office the herein accomplished School Level Forms as basis for the payment of 2018 PBB:

- School Level Form 1.2 (Individual signed by School Head)
- School Level Form 1.2 (District Consolidated Report Certified Correct by PSDS)
- Annex A (Transmittal with attached photocopy of OPCRf)

2. The deadline for submission of all required reports for elementary and secondary (Junior & Senior High School) consolidated by District, in hard and soft copies will be on Friday, September 27, 2019 at DepEd Division of Cebu Province-Accounting Section.

3. Immediate dissemination and strict compliance of this Memorandum is desired.

  
RHEA MAR A. ANGTUD, Ed.D.  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 4147457  
Accounting Section: (032) 254-2622

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REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City

D635196A



September 21, 2019

**REGIONAL MEMORANDUM**  
**NO 499 s. 2019**

**FY 2018 PERFORMANCE-BASED BONUS (PBB)**  
**VALIDATION WORKSHOP**

TO : Schools Division Superintendents  
Division Personnel In-Charge of the Preparation of the Performance-  
Based Bonus (PBB)

1. The Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Office 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 .

2. In preparation for the submission of the PBB reports and templates for 2018 Performance-Based Bonus (PBB), the Schools Division Superintendents (SDSs) are requested to send THREE (3) MOST-IN-CHARGE OR FAMILIAR IN THE PREPARATION OF THE PBB REPORTS (personnel who have been in-charge in the preparation of the PBB reports for the past years) to attend the 2018 Performance-Based Bonus (PBB) Validation Workshop on September 29, 2019 to October 3, 2019 at the Pavilion, DepEd Ecotech Center, Sudlon, Lahug, Cebu City.

3. Participants are reminded of bring the following :

- \* 2018 PBB Reports (soft copy and hard copy)
  - 1) Form 1.3 (School Level Form) -
  - 2) Form 1.4 (School Level Form) -
  - 3) Form 1.0 – Elementary (School Level Form) -
  - 4) Form 1.0 – Secondary (School Level Form) -
  - 5) Form 1.1 – Elementary (Form 1.1) -
  - 6) Form 1.1 – Secondary (Form 1.1) -
  - 7) Form 1.2 (School Level Form) -
  - 8) Form 1.0 (SDO Level) -
  - 9) Form 1.2 (SDO Level) -
  - 10) Form 1.3 (SDO Level) -
  - 11) Form 1.4 (SDO Level) -
- \* Laptop
- \* Extension wire
- \* USB

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>


**" EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat "**



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Sudlon, Lahug, Cebu City



4. The PBB In-charge may coordinate with Mr. Tomas T. Pastor, for the forms and templates and for clarifications relative to the conduct of the validation, you may contact Ms. Ida F. Cabantan.
5. Transportation and other incidental expenses of participants shall be charged against Division/Local Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum is desired.

  
SALUSTIANO T. JIMENEZ, LLB, CESO V  
OIC-Regional Director

RDSTJimenez/ttp/ifc  
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DIVISION OF CEBU PROVINCE  
 DISTRICT OF \_\_\_\_\_  
 ELEMENTARY LEVEL

No.	School ID	Name of School	OPCRF	No. of Personnel (PBB Eligible & Non-eligible)

Prepared by:

Certified Correct:

\_\_\_\_\_  
 District Bookkeeper

\_\_\_\_\_  
 PSDS

*(arranged the schools according to the number of personnel and attached photocopy of OPCRf)*

PERFORMANCE-BASED BONUS 2018  
SCHOOL LEVEL FORM 1.2  
INDIVIDUAL SCHOOL PERSONNEL DATA

Region:

SCHOOL RANKING (e.g., BEST, BETTER, GOOD)	NAME OF SCHOOL	SCHOOL ID	LIST OF SCHOOL-BASED PERSONNEL					Employee No.
			Name of Personnel	Salary Grade	Salary Step	Monthly Basic Salary (as of December 31, 2018)	Months in Service in 2018 (April 2018 - March 2019)	
						-		
						-		
						-		
						-		
						-		
						-		
						-		
TOTAL NUMBER OF ELIGIBLE SCHOOL-BASED PERSONNEL:							TOTAL AMOUNT:	
<b>NON-ELIGIBLE PERSONNEL (NO PBB):</b>								
Did not meet an at least "Satisfactory" performance								
Did not submit SALN								
Did not liquidate Cash Advance within the reglementary period								
Did not submit RPMS IPCRF								
TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:								
TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:								

\_\_\_\_\_  
School Head  
Date

PERFORMANCE-BASED BONUS 2018  
SCHOOL LEVEL FORM 1.2  
CONSOLIDATED DISTRICT PERSONNEL DATA

Region:

SCHOOL RANKING (e.g., BEST, BETTER, GOOD)	NAME OF SCHOOL	SCHOOL ID	LIST OF SCHOOL-BASED PERSONNEL					Employee No.	
			Name of Personnel	Salary Grade	Salary Step	Monthly Basic Salary (as of December 31, 2018)	Months in Service in 2018 (April 2018 - March 2019)		Amount of PBB
	SCHOOL 1	XXXXX	XXXXXXXX			-			
			XXXXXXXX			-			
			XXXXXXXX			-			
	SCHOOL 2	XXXXX	XXXXXXXX			-			
			XXXXXXXX			-			
			XXXXXXXX			-			
	SCHOOL 3	XXXXX	XXXXXXXX			-			
	TOTAL NUMBER OF ELIGIBLE SCHOOL-BASED PERSONNEL:							TOTAL AMOUNT:	
	<b>NON-ELIGIBLE PERSONNEL (NO PBB):</b>								
Did not meet an at least "Satisfactory" performance									
Did not submit SALN									
Did not liquidate Cash Advance within the reglementary period									
Did not submit RPMS IPCRF									
TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:									
TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:									

\_\_\_\_\_  
Public Schools District Supervisor  
Date