



Republic of the Philippines

**DEPARTMENT OF EDUCATION**

Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

[www.depednegor.net](http://www.depednegor.net)


[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

(035) 225 2376 / 225 2838 / 422 5283

Division Memorandum

No. 594, s 2017

To: Chiefs, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
District and School ICT CCoordinators

From:   
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC- Office of the Asst. Regional Director  
Concurrent Schools Division Superintendent  
*6/10/2017*

Subject: **URGENT SUBMISSION OF DATA FOR THE GRANT OF PERFORMANCE – BASED BONUS (PBB) 2016**

Date: October 18, 2017

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1. In view of the urgency of the reports for the grant of the Performance – Based Bonus (PBB) 2016, each Elementary School (mother school + elem w/out school ID) and Secondary School (junior + senior) is hereby directed to submit both soft and hard copy (**in Excel file format**) of the PBB 2016 School Level Form 1.2 reflecting **all** the names of Teaching and Non- teaching Personnel (warm bodies) in their respective schools whether eligible or non-eligible for the grant of the aforementioned bonus.
  2. The following shall be observed in determining the no. of **Months in Service** rendered:
    - a. School-based personnel, regardless of the classification of position (i.e., teaching, non-teaching, teaching related), should have rendered services during the SY 2016-2017 (**April 1, 2016 to March 31, 2017**).

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- b. Non-school based personnel in the Schools Division Office including personnel of the district offices (with designation), District ALS Coordinators (DALSC) and ALS Mobile Teachers, regardless of the classification of the position, should have rendered services during the FY 2016 (**January to December 2016**).
3. For the entry of the **Monthly Basic Salary**, refer to December 2016 Pay Slip or the updated Service Record of each individual personnel.
4. School Heads are advised to submit a copy of their duly signed **OPCRF** to the Division EPS-HRDS, Ms Iryll Mae S. Macahig.
5. The hard copy of Form 1.2 will be accomplished by the School Heads while the soft copy will be complied by the School ICT Coordinators through an electronic form using this link: **[deped.in/negorpbb2016](http://deped.in/negorpbb2016)**
6. Submission of the reports will on or before October 30, 2017.
7. For strict compliance.

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 (as of December 31, 2016)	Months in Service In 2016 (April 2016-March 2017)	
		Personnel 1					
		Personnel 2					
		Personnel 3					
		Personnel n					
<b>TOTAL AMOUNT:</b>							
<b>NON-ELIGIBLE PERSONNEL (NO PBB):</b>							
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					
<b>TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:</b>							
<b>TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:</b>							

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