



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**


Capitol Area, Dumaguete City

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**Division Memorandum**

No. 031, s 2017

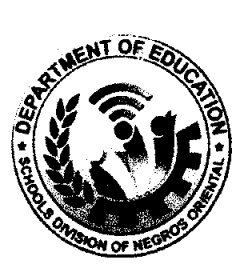
To : Chiefs, CID and SGOD  
Division Education Public Supervisors  
Public Schools District Supervisors/ District In-Charge  
Elementary and Secondary School Heads  
Concerned Personnel Staff  
School ICT Coordinators

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

Subject: **2016 PERFORMANCE-BASED BONUS (PBB) ORIENTATION AND WORKSHOP**

Date: November 7, 2017

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1. In view of the Guidelines for the Grant of the 2016 Performance-Based Bonus (PBB), all School Heads and School ICT Coordinators are advised to attend the 2016 Performance-Based Bonus (PBB) Orientation and Workshop at the SDO Conference Room/GSP Building.
  2. Strictly follow the given schedule below:
    - a. November 8, 2017 – Schools in the 1<sup>st</sup> Congressional District  
(Manjuyod, Bindoy-AM)  
(Ayungon, Tayasan-PM)
    - b. November 9, 2017 – Schools in the 2<sup>nd</sup> Congressional District  
(Jimalalud, La Libertad, Sta. Catalina 4-AM)  
(Canlaon, Zamboanguita, Sta. Catalina 1-PM)
    - c. November 10, 2017 – Schools in the 3<sup>rd</sup> Congressional District  
(NOHS, Sibulan, San Jose, Amlan, Sta. Catalina 3-AM)  
(Mabinay 1 to 4-PM)



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- d. November 11, 2017 – Schools in the 3<sup>rd</sup> Congressional District  
(Bacong, Dauin, Valencia, Sta. Catalina III)  
(Siaton 1 to 4)
3. Bring the following on the scheduled dates:
  - a. Laptop (c/o ICT Coordinator for items a to c)
  - b. Extension Wire
  - c. Soft and hard copy of the Form 1.2
  - d. Hard copy of the Teachers Updated Service Record  
(c/o School Head for items d to e)
  - e. Photo copy of the **duly signed** OPCRF in year 2016
4. Travelling expenses and other incidental expenses of the participants shall be charged to School MOOE/local funds, subject to usual accounting and auditing rules and regulations.
5. Participants on November 11,2017 are entitled for a one day Service Credit/CTO
6. This serves as Travel Order.
7. Immediate dissemination and compliance of this Memorandum is desired.