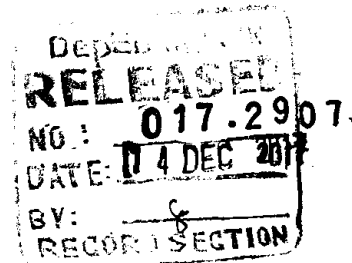


TRAVEL ORDER  
 No. 1150 s, 2017



TO: **REMYLIN V. GAO-GAO**  
 Division Office


**LANI B. YURONG**  
 Division Office

PURPOSE: To attend the Workshop on the Finalization and Submission of 2016 Performance-Based Bonus (PBB) Reports and Templates at Manhattan Suites Inn, Dumaguete City.

DATE OF TRAVEL: December 14-16, 2017

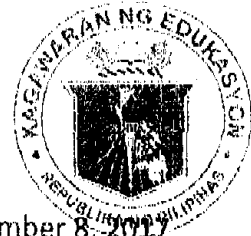
ALLOWED/ CHARGED TO: (Division MOOE/Local funds subject to the usual accounting and auditing rules and regulations)

- 1 : Registration/ Transportation and other incidental expenses
- \_\_\_\_\_ : Transportation
- \_\_\_\_\_ : Per Diems
- \_\_\_\_\_ : Transportation & other incidental expenses

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



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



December 8, 2017

## REGIONAL MEMORANDUM

NO. 0066 s. 2017

R: 2/11/17

DEC 11 2017

**WORKSHOP ON THE FINALIZATION AND SUBMISSION OF  
2016 PERFORMANCE-BASED BONUS (PBB) REPORTS AND TEMPLATES**

TO : Schools Division/City Superintendents of Region 7

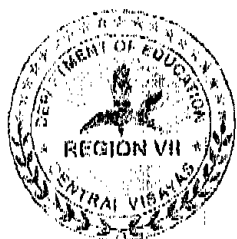
1. Pursuant to the Department of Budget and Management (DBM), all appropriations for FY 2017, including the Miscellaneous Personnel Benefits Fund (MPBF), will lapse by December 31, 2017. All PBB fund requests which are to be submitted in FY 2018 will not be guaranteed funding.
2. The Schools Division Superintendents are reminded that the National PBB Secretariat will no longer validate the final reports (*Form 1.0*) and DBM templates submitted by the RO and SDOs. Hence, it is advised that the PBB secretariat of your division shall be afforded with the full support in the collection of accurate data from the schools, preparation, finalization and submission of reports/templates.
3. As part of the process of the submission of reports, the Form 1.4 (*consolidation of Form 1.3 from the SDOs*) which was submitted by the Regional PBB Secretariat on December 8, 2017 will be used as the basis on the preparation of the Form 1.2 and Form 1.0 (*list of school personnel/SDO personnel with their Salary Grade, Step Increment and Number of Months in Service*). These final reports will be consolidated by the RO PBB Secretariat and submitted to the National PBB Secretariat on December 18, 2017 (*no more extension and correction*).
4. To facilitate the final submission, a workshop will be conducted by the RO PBB Secretariat on **December 14-16, 2017 at the Division of Negros Oriental (exact venue will be announced later)**. Participants to this activity are the PBB Secretariat who have been oriented and trained on the preparation of the report and templates, *please see attached list*. Participants will be given a Compensatory Time Off (CTO) on December 16, 2017 (Saturday).
5. The participants are advised to bring the following :
  - 1) Signed PBB Report with complete signalories (*hard copy and electronic copy*)
  - 2) Copies of the OPCR's of School Heads and SDS /Certification as to True and Correct Rating of OPCR's
  - 2) Laptop and USB
6. A registration fee of Two Thousand Six Hundred (P 2,600.00) shall be collected from each participants to cover the meals, lodging, materials and venue. The registration fee and travelling expenses shall be charged against Regional Office Funds for RO participants and Division Office Funds for Division Office participants, both subject to the usual accounting and auditing rules and regulations. For check payment, payee is Division of Negros Oriental.
7. Please confirm you attendance (*for lodging purposes*) to Ms. Ida F. Cabantan, 032-4147326, email add idafcabantan@yahoo.com on or before December 13, 2017.
8. Immediate dissemination of this Memprandum is desired.

*Juliet A. Jeruta*  
JULIET A. JERUTA, Ph.D., CESO V  
Director III  
OIC-Regional Director

Dir.JAJeruta/ttp/ms.ida

Page1-2016 PBB Memorandum

Date	Activity	Responsible Office
November 29-Dec 1	Preparation of Form 1.4	RO & SDO PBB Secretariat
December 6, 2017	Submission of Soft Copies to RO	RO & SDO PMT and PBB Secretariat
December 8, 2017	Submission to CO for Review and Validation (Form 1.3)	RO PMT and PBB Secretariat
December 11-12, 2017	Dissemination of validated Form 1.3 to DOs	RO & SDO PBB Secretariat
December 12-13, 2017	Signing of Form 1.2 by School Heads	SDO PBB Secretariat
December 14, 2017	Presentation of Form 1.3 to RO PMT	RO PBB Secretariat
December 14-16, 2017	Preparation and consolidation of Form 1.1, 1.0 and DBM Template (3 Day-Workshop)	RO & SDO PMT and PBB Secretariat
December 18, 2017	Review/Validation/Finalization by SDO and RO PMTs Submission to CO (1.0 and DBM Template)	RO PMT and PBB Secretariat



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REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



DepED REGION VII 2016 PBB Team

OFFICE	PBB SECRETARIAT
Regional Office	Ms. Ida F. Cabantan, Supervising Admin. Officer Mr. Tomas T. Pastor, Education Program Supervisor
Bais City	Marisol P. Satingasin, Accountant III Maria Vanesa A. Teves, SEPS, HRDD
Bayawan City	Betsy Pearl T. Seniel, AO V Mery Jean Catacutan, Planning Officer III
Bogo City	Christophilda R. Montecalvo, AO IV Julie A. Almirante, Budget Officer
Bohol	Fermin M. Albutra, AO V Ma. Maulite M. Yap
Carcar City	Marla Katrina A. Gantuangco, Planning Officer III
Cebu City	Ave Christe B. Aguilar, AO II Jackie Lou B. Clarin, AO II
Cebu Province	Maxima M. Truya, AO V Agustina R. Albiso, Planning Officer III
City of Naga	Ada G. Dayondon, Planning Officer III
Danao City	Marites P. Banzon, SEPS Ma. Monina L. Patotto!, AO IV
Dumaguete City	Aldrin G. Lacson, AO IV Lusedi F. Naldoza
Guihulngan City	Jennifred Gatubay, AO V Rachel Cholng
Lapu-Lapu City	Maria Mitze B. Zagales, SEPS Joel Ongco, AO IV
Mandaue City	Ivy B. Godinez, SEPS Marlie M. Parpan, AO IV
Negros Oriental	Remylin V. Gao-gao Lani B. Yurong
Siquijor	Jeannette Larena, AO V
Tagbilaran City	Jocelyn Cutin, AO IV Liza Maquiling
Talisay City	Ruth T. Magallanes, SEPS Marissa D. Pelone, Planning Officer III
Tanjay City	Jeffrey T. Sevilla, Planning Officer III Paulita Limbaga, AO V
Toledo City	Jocelyn D. Loyola, AO V Irene C. Villaber, AO IV

Prepared by:

Ida F. Cabantan  
Supervising Administrative Officer  
RO PBB Secretariat

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-6542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071; Human Resource Development Division (HRDD), Tel. No.: (032) 233-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9630,  
414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7306; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EAD 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"*



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**WORKSHOP ON THE FINALIZATION AND SUBMISSION OF  
 2016 PERFORMANCE-BASED BONUS (PBB) REPORTS AND TEMPLATES**

December 14-16, 2017

**WORKSHOP MATRIX**

December 14, 2017 (Thursday)

3:00 p.m.	Registration
3:00 p.m. - 5:00 p.m.	Tune up
5:00 p.m.	Dinner

December 15, 2017 (Friday)

6:30 a.m. - 7:30 a.m.	Breakfast
8:00 a.m. - 8:30 a.m.	Opening Program
8:30 a.m. - 9:00 a.m.	Rationale/Workshop Objectives
9:00 a.m. - 10:00 a.m.	Workshop on Forms 1.2 and 1.0
10:00 a.m. - 10:15 p.m.	Snack Break
10:15 a.m. - 12:00 noon	Discussion Issues and Concerns
12:00 noon - 1:00 p.m.	Lunch Break
1:00 p.m. - 2:30 p.m.	Workshop on DBM Templates
2:30 p.m. - 2:45 p.m.	Snack Break
2:45 p.m. - 4:00 p.m.	Discussion Issues and Concerns on DBM Templates
4:00 p.m. - 6:00 p.m.	Checking of the Reports and Templates by SDOs
6:00 p.m.	Dinner

December 16, 2017 (Saturday)

6:30 a.m. - 7:00 a.m.	Breakfast
7:30 a.m. - 8:00 a.m.	Roll Call
8:00 a.m. - 10:00 a.m.	Validation of Reports
10:00 a.m. - 10:15 p.m.	Snack Break
10:15 a.m. - 12:00 noon	Submission of Final Reports
12:00 noon	Lunch
HOME SWEET HOME !!!	HOME SWEET HOME !!!

Workshop Facilitators : RO 7 PBB Secretariat