

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City

January 23, 2014

MEMORANDUM

TO : ALL PUBLIC SCHOOL DISTRICT SUPERVISORS  
ALL EDUCATION PROGRAM SUPERVISORS  
ALL SECONDARY SCHOOL PRINCIPALS/ADMINISTRATORS

FROM : CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

SUBJECT : SUBMISSION OF PAYROLL FOR PRODUCTIVITY  
INCENTIVE BONUS (PIB)

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The field is informed that the Office is now accepting claims for payment of the 2013 Productivity Incentive Bonus (PIB).

As such, you are advised to submit payroll by district in three copies. To facilitate easier and faster review, the names of personnel shall be arranged similar to that of the Form 7.

The performance appraisal report of teaching and non-teaching personnel shall be attached for the following rating period:

Teachers	October 2012-March 2013 June 2013 -October 2013
Non-Teaching	January 2013- June 2013 July 2013 -Dec. 2013

For information and compliance.