



Republic of the Philippines  
**Department of Education**  
DIVISION OF MISAMIS ORIENTAL

**DIVISION MEMORANDUM**

No. 500, s, 2019

**To :** Public Schools District Supervisors  
Elementary School Heads  
Secondary School Heads  
District and IUS Bookkeepers  
Performance Management Team  
*This Division*

**From:** **RANDOLPH B. TORTOLA**  
Schools Division Superintendent

**Subject:** **SUBMISSION OF LIST OF ELIGIBLE AND NON-ELIGIBLE  
EMPLOYEES FOR PERFORMANCE-BASED BONUS (PBB) 2018**

**Date:** **September 4, 2019**

1. In reference to herein attached Unnumbered Memorandum dated August 28, 2019 from the Office of the Undersecretary and Regional Memorandum No.497, s. 2019, the field is hereby required to submit on the **List of Eligible and Non-Eligible Employees** on or before September 9, 2019 in preparation for the National Validation Workshop on the Grant of Performance Based-Bonus (PBB) 2018 on September 8-12, 2019 at Butuan City.
2. The report must be consolidated per district using the attached template in excel file and shall be submitted through email address: [depedmisor.pbb@gmail.com](mailto:depedmisor.pbb@gmail.com).
3. For your guidance and strict compliance.

RBT/\_frq\_



August 30, 2019  
**DepED-X**  
Cagayan de Oro City

AUG 30 2019

RELEASED

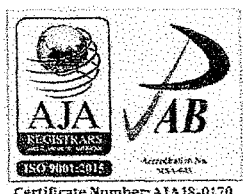
**REGIONAL MEMORANDUM**

No. 497, s. 2019

**VALIDATION WORKSHOP ON THE  
GRANT OF PERFORMANCE-BASED BONUS FOR FY 2018**

To: **Schools Division Superintendents**  
*This Region*

1. The Department of Education, in cooperation with the Bureau of Human Resource and Organizational Development-Personnel Division, will conduct a **Validation Workshop on the Grant of Performance-Based Bonus (PBB) for FY 2018**, on September 8-12, 2019, in Butuan City.
2. The workshop aims to:
  - a. provide technical assistance to field counterparts;
  - b. validate the reports of field offices prior to their submission to DepED Central Office and onward submission to Department of Budget and Management (DBM);
  - c. finalize the list of eligible employees and the respective PBB amounts they are entitled to; and
  - d. ensure that final reports are submitted to the National Performance Review and Evaluation Committee (NPREC) Secretariat at the soonest possible time.
3. The participants are directed to register at **<http://bit.ly/PBBRegistration>** on or before September 6, 2019 and are required to download and fill out the prescribed forms at **<https://deped.in/2018PBB>**. Each participant must take with them laptop and pocket wifi.
4. Prior to the workshop, the participants are directed to attend a pre-work activity on September 3, 2019, 8:00 a.m., at the Conference Room, DepEd-Region X, Upper Balulang, Cagayan de Oro City.
5. Travel, meals, and accommodation of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.



Certificate Number: AJA18-0170

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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
DepEd Region X – Northern Mindanao



6. Attached are the following for your ready reference:
  - a. Unnumbered Memorandum dated August 28, 2019 from the Office of the Undersecretaries Jesus L.R. Mateo and Annalyn M. Sevilla and Assistant Secretary Atty. Revsee A. Escobedo
  - b. List of Participants
7. Immediate and wide dissemination of this Memorandum is desired.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

Reference: Unnumbered Memorandum dated August 28, 2019  
from the Office of the Undersecretary

To be indicated in the Perpetual Index  
under the following subjects:

PERFORMANCE-BASED BONUS  
WORKSHOP

\* Validation Workshop on the  
Grant of Performance-Based Bonus for FY 2018

*Maria JET/ndi*



Certificate Number: AJA18-0179

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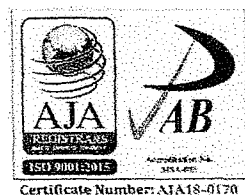


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Region X – Northern Mindanao



(Enclosure No. 1 to Region Memorandum No. 497, s. 2019)

Division	RO AO V /IT/ and staff	Division Office			Total
		Administrative Officer V	Information Technologist	Personnel Incharge of PBB	
Bukidnon		1	1	1	3
Camiguin		1	1	1	3
Cagayan de Oro City		1	1	1	3
El Salvador City		1	1	1	3
Gingoog City		1	1	1	3
Iligan City		1	1	1	3
Lanao del Norte		1	1	1	3
Malaybalay City		1	1	1	3
Misamis Occidental		1	1	1	3
Misamis Oriental		1	1	1	3
Oroquieta City		1	1	1	3
Ozamiz City		1	1	1	3
Tangub City		1	1	1	3
Valencia City		1	1	1	3
Regional Office X	8				8
<b>Total</b>	<b>8</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>50</b>



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Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

**MEMORANDUM**  
**OM-PHRODFO 2019-\_\_\_\_\_**

**TO:** Regional Directors  
Schools Division Superintendents  
Performance Management Teams  
All Others Concerned

**FROM:** **JESUS L.R. MATEO**  
*Undersecretary*  
*[Signature]*  
**ANNALYN M. SEVILLA**  
*Undersecretary*  
*[Signature]*  
**Atty. REVSEE A. ESCOBEDO**  
*Assistant Secretary*  
*Officer-in-Charge, Office of the Undersecretary*

**SUBJECT:** *Validation Workshops Relative to the Grant of the Performance-Based Bonus for FY 2018*

**DATE:** 28 August 2019

This has reference to the grant of the Performance-Based Bonus (PBB) for FY 2018, which requires agencies to conduct a performance rating and ranking of all its delivery units and personnel. In order to facilitate the release of the PBB to its eligible employees and officials at the soonest possible time, should the Department be deemed eligible, there is a need to expedite the processing and validation of all rating and ranking reports nationwide.

In view of the above, the Bureau of Human Resource and Organizational Development – Personnel Division will conduct a series of validation workshops in the sixteen (16) regions with the following objectives:

1. Provide technical assistance to field counterparts
2. Validate the reports of field offices prior to their submission to the DepEd Central Office (CO) and onward submission to the Department of Budget and Management (DBM)
3. Finalize the list of eligible employees and the respective PBB amounts they are entitled to
4. Ensure that final reports are submitted to the National Performance Review and Evaluation Committee (NPREC) Secretariat at the soonest possible time

All regional offices (ROs) and schools division offices (SDOs) are hereby directed to send three (3) personnel who are in-charge of or are directly involved in the preparation of PBB reports to participate in the workshops at their respective schedules. Participants must register at <http://bit.ly/PBBRegistration> on or before **September 6, 2019, Friday**. Kindly ensure that the participants' details, especially complete names, are encoded during registration as this information will be reflected on the Certificates of Appearance and Participation to be distributed at the end of each workshop.

In preparation for the said activity, ROs and SDOs are required to download and fill out the prescribed forms at <https://deped.in/2018PBB>. Kindly take note of the following, particularly the deadline of submission for ranking reports:

- a. ROs are requested to prioritize and submit soft copies of the Report on Ranking of Delivery Units (Form 1.3) through [pbb.secretariat@deped.gov.ph](mailto:pbb.secretariat@deped.gov.ph) *on or before September 6, 2019, Friday*
- b. Validated ranking reports will be returned five (5) working days upon submission
- c. ROs shall disseminate copies of the duly signed ranking reports to their respective SDOs
- d. SDOs shall finalize the lists of eligible employees and the PBB amounts (Form 1.1)

Please also note of the following administrative instructions:

- a. Participants are required to bring soft copies of their initial reports, one (1) laptop per participant and at least one broadband/pocket wifi per SDO
- b. Travelling expenses of participants from ROs and SDOs shall be charged against local funds, subject to the usual accounting and auditing rules and regulations
- c. Travelling expenses of CO personnel, supplies and materials, contingency and other incidental expenses shall be charged against CO-OPDNSP funds, subject to the usual accounting and auditing rules and regulations

Attached are copies of the draft guidelines, schedules, and program of activities for your perusal and ready reference.

Further clarifications and/or queries regarding this activity may be directed to Ms. Jhen Wagan of the PBB Secretariat, Personnel Division, DepEd Central Office at telephone number (02) 636-6546 or email at [pbb.secretariat@deped.gov.ph](mailto:pbb.secretariat@deped.gov.ph).