



Republic of the Philippines
Department of Education

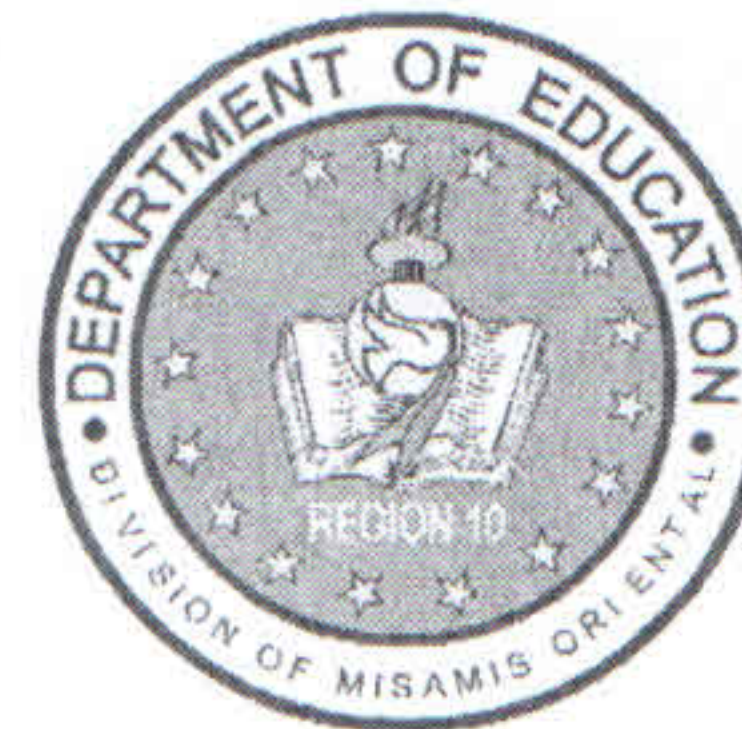
Region X

DIVISION OF MISAMIS ORIENTAL

Cagayan de Oro City

Tel Nos.: (088) 856-4454 / (08822) 72-46-15

Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



Urgent

DIVISION MEMORANDUM

No: 170, s.2015

FOR: PS District Supervisors
School Administrators/School In-Charge
Elementary and Secondary Schools
This Division

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

SUBJECT: **SUBMISSION OF LIST OF ELIGIBLE EMPLOYEES - TEACHING AND NON-TEACHING PERSONNEL FOR FY 2014 PERFORMANCE BASED BONUS**

DATE: 9 June 2015

1. You are hereby informed and directed to submit the **List of Eligible Employees (Nationally Paid and Actually Working)** as of **March 31, 2015** for Teaching Personnel and as of **December 31, 2014** for Non-Teaching Personnel for FY 2014 Performance Based Bonus (PBB).
2. Eligible employees to be included in the FY 2014 PBB list are those who have rendered a minimum of three (3) months as of cut-off date. Enclosed is **Memorandum Circular No. 2014-3** for Clarification on the Provision on the Service Requirement and FY 2014 PBB Template for your reference.
3. Download and accomplish the prescribed MS Excel template at www.depedmisor.net click downloadables, forms, FY 2014 PBB School Template.
4. Submit electronic copy of consolidated list by district on or before **June 13, 2015** through email with sample filename: PBB_ELEM_ALUBIJID DISTRICT for elementary and PBB_SEC_ALUBIJID NCHS for secondary to misamis.oriental@deped.gov.ph
5. Print copies of the submitted list shall be submitted on or before June 16, 2015 through: Division Planning Unit
6. For immediate dissemination and strict compliance.

/SGOD_dpu_elg



**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**
(Administrative Order No. 25 S. 2011)

MEMORANDUM CIRCULAR NO. 2014- 3

December 3, 2014

TO: All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned or-Controlled Corporations

SUBJECT: Clarification on the Provision on the Nine-Month Service Requirement

1.0 PURPOSE

This Memorandum Circular contains the clarification of the nine-month service requirement in determining the eligibility of the personnel for the grant of the FY 2014 Performance-Based Bonus based on an employee's contribution to the accomplishment of Office targets.

2.0 GUIDELINES

2.1 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating shall be eligible to the full grant of the PBB.

2.2 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis.

An employee may not be able to meet the minimum of nine (9) months of service due to the following reasons:


- 2.2.1 Being a newly hired employee;
- 2.2.2 Retirement
- 2.2.3 Resignation
- 2.2.4 Rehabilitation Leave
- 2.2.5 Maternity leave
- 2.2.6 Vacation or Sick Leave with or without pay
- 2.2.7 Scholarship/Study Leave
- 2.2.8 Sabbatical leave

2.3 An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.

2.4 The following table shall serve as basis for the pro-rated amount:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

For your guidance.


FLORENCIO B. ABAD
 Secretary, Department of Budget and Management
 and Chairman, AO 25 Inter-Agency Task Force



Employees Profile							Employee Eligibility NOTE: The employee has satisfied the criteria under provision nos. 11 (a-f) and 12 of DepEd Order No. 33, s. 2014. (Yes/No)			If Employee rendered a MINIMUM of THREE (3) MONTHS but LESS THAN (9) nine months of service (Per Memorandum Circular No. 2014-3)		For Employee who has been transferred/reassigned to another station as of cut off-date February 28, 2015 (for determining claim station)			Performance Rating as of CY 2014			Submitted SALN as of December 31, 2013 (based on submission to Division Office and Ombudsman)		Signature of Employees in concurrence to the report (to be signed in hard copy submission)		
District	School	SCHID	No	Last Name	First Name	Middle Name	Unique Item Number (as of March 31, 2015)	Teaching Personnel (at least 9 months as of March 31, 2015)	Non-Teaching Personnel (at least 9 months as of December 31, 2014)	Teaching-Related Personnel (at least 9 months as of March 31, 2015)	Length of Service	Indicate period of services rendered	Reasons for less than 9 months of service as of cut-off date (3/31/2015)	No. of months rendered services to present station as of cut-off date (2/28/2015)	If less than 6 months rendered services to present station as of cut-off date (2/28/2015), indicate PREVIOUS STATION		Descriptive	Numeric (For Teaching Personnel)	Numeric (For Non-Teaching, DALSCS, Mobile, Teachers, PSDS, PHN, etc.)		Yes	If NO, indicate the reason for non-submission
ALL CAPITAL LETTERS							(Yes/No)	(Yes/No)	(Yes/No)					District/Division	School	1st Semester						
Alubijid	Alubijid CS	127584	1	ABAD	JOSE	CRUZ	OSEC-DECSB-TCH1-67727-1998	YES			8 months but less than 9 months				4	Balingasag_North	Balingasag CS	O	9.5		YES	
Alubijid	Alubijid CS	127584	2	DELA CRUZ	JUAN	REYES	OSEC-DECSB-TCH1-47729-2014	NO			7 months but less than 8 months	August 28, 2014 - March 31, 2015	Newly hired employee (regular)								NO	Newly hired
Alubijid	Alubijid CS	127584	3	CASTRO	MARIA	TAN	OSEC-DECSB-TCH1-67728-1998	NO			5 months but less than 6 months	October 28, 2014 - March 31, 2015	Substitute								YES	
Alubijid	Alubijid CS	127584	4	REYES	EFREN	LIM	OSEC-DECSB-TCH1-67729-1998	YES													YES	
Alubijid	Alubijid CS	127584	5	TAN	MARICAR	DELOS SANTOS	OSEC-DECSB-TCH1-67730-1998			YES											YES	
Alubijid	Alubijid CS	127584	6	SY	LUCIO	SANTOS	OSEC-DECSB-TCH1-67731-1998	YES													YES	
Alubijid	Alubijid CS	127584	7	GARCIA	MA TERESA	DELA CRUZ	OSEC-DECSB-TCH1-67732-1998	YES													YES	
Alubijid	Alubijid CS	127584	8	SALVADOR	RAMON	ANG	OSEC-DECSB-TCH1-67733-1998	NO			3 months but less than 4 months	June 2, 2014- September 15, 2014	Retired								Yes	
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Certified True and Correct:

 PS District Supervisor/School Head
 NOTE: