



DIVISION MEMORANDUM

May 10, 2016

No. 180 s.2016

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR MIDYEAR BONUS 2016

TO: Public Schools District Supervisors/District Coordinating Principals
School Principals/School Heads
Senior Bookkeepers/Designate

1. All Public Schools District Supervisors or District Coordinating Principals are hereby directed to facilitate the submission of Documentary Requirements for Midyear Bonus 2016 in their respective Districts including Non-IU Secondary Schools.
2. The following steps shall strictly be followed in the processing of the said claim:
 - i) Submit **1 copy Original & Signed IPCRF Form**
 - arrange and organize properly the IPCRF with complete signatories according to the latest Form 7 list in one folder per district for elementary, one folder per secondary school.
 - ii) Submit **3 copies of Summary List and Certification for Midyear Bonus 2016** stating service and performance requirement. (please see attached format)
 - Download Excel File/Template uploaded at depedmisor.net/downloadables/forms.
 - Station code, Employee Number, Employee Name, One Month Salary are already available in the template.
 - Encode District, School, Position, Service and Performance Requirement, IPCRF Numerical Rating/Score, IPCRF Descriptive/Adjectival Rating.
 - Make a **separate Summary List and Certification** for Midyear Bonus 2016 for those personnel who are not included in the list.
 - Put the 3 copies of Summary List and Certification on top of the IPCRF inside the folder.
 - Email the Excel softcopy with the file name "MYB Summary-Name of School or District" to misamis.oriental@deped.gov.ph
 - iii) Copies of **performance evidences and artifacts** shall be retained **at the school**. School Principals shall be responsible in keeping these important documents. No need to submit these supporting documents to the Division Office.
 - iv) Senior Bookkeepers/Designate shall check the completeness of the documentary requirements before submission to Accounting-Division Office.
 - v) The deadline set during the ManCom Meeting is on **Friday, May 13, 2016**.
3. According to DBM Budget Circular No. 2016-3, the Mid-Year Bonus 2016 equivalent to one (1) month basic pay shall be given to entitled personnel not earlier than May 15, 2016.
4. For strict compliance.

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



SUMMARY LIST & CERTIFICATION FOR MID-YEAR BONUS 2016
 DISTRICT/SCHOOL: CLAVERIA

NO.	STAC ODE	EMPNO	DISTRICT	SCHOOL	EMPNAME	POSITION	1 MONTH BASIC SALARY	Served 4 Months from July 1, 2015 to May 15, 2016?	Still in the service as of May 15, 2016?	Have at least SATISFACTORY Rating?	RPMS-IPCRF Numerical Rating/Score	RPMS-IPCRF Descriptive Rating
1	002	0039043			FABELA, MARIBEL L		36,409.00	YES	YES	YES	4.5	0
2	002	0039052			FABELA, EXUPERIA C		36,857.00					
3	002	0039060			CINCO, EDITHA S		21,999.00					
4	002	0039062			FAJUTAGANA, HELEN A		21,999.00					
5	002	0039066			SITTOY, ISAIAS S		10,132.00					
6	002	0039086			MADERA, PRESCILLA M		22,232.00					
7	002	0039096			UDANG, AVELINA B		21,315.00					
8	002	0039099			PABUALAN, MARYLEN R		36,857.00					
9	002	4013880			PABELLAN, PEDRITA B		21,999.00					
10	002	4014641			PAGUTE, URSULITA U		39,670.00					
11	002	4078863			ABO ABO, WEVECILYN L		38,237.00					
12	002	4078865			SAREN, DAVID D		20,585.00					
13	002	4123510			BAGAYNA, ELMERJR C		20,142.00					
14	002	4370001			OBUA, YOLLIE L		33,452.00					
15	002	4370004			REVILLA, CHELA C		20,142.00					
16	002	4370006			JANUBAS, MARY NISSA B		22,564.00					
17	002	4370009			LINSAG, LEONILA G		20,142.00					
18	002	4370024			CABANIGAN, RAMIE M		9,753.00					
19	002	4370026			DELEGENCIA, ROSA A		20,142.00					
20	002	4370032			ECHEVERIA, LAILA D		20,142.00					
21	002	4370046			MAGNO, ROQUISA N		22,328.00					
22	002	4370052			ENERIO, ANNABELLE N		20,142.00					
23	002	4370063			SITTOY, HOWARD STANLEY C		19,925.00					
24	002	4370069			JACOBO, MARIA CECILIA V		22,564.00					
25	002	4370075			UBALDE, CECILE CLYDE S		20,870.00					
26	002	4370082			ALCARIA, JILLY ANN J		20,870.00					
27	002	4370088			SOMIDO, ARMANDO P		19,709.00					
28	002	4370094			ARENA, HELEN D		19,925.00					
29	002	4370097			DELOPERE, ELMA T		19,925.00					
30	002	4370105			TIRO, EILBE R		19,709.00					
31	002	4550016			BACO, LILIBETH C		36,409.00					
32	002	4550020			MADERA, LUZ A		20,142.00					
33	002	4550024			GUANTERO, JOSE RONALD P		20,142.00					
34	002	4580001			ANDOL, EMERITA O		20,142.00					
35	002	4580022			GANZAN, ANNIE ROSE L		20,142.00					
36	002	4580025			PAGASPAS, LIZA V		20,142.00					
37	002	4580028			BAGUIO, JOPE J		20,870.00					
38	002	4800001			BAGAYNA, MA AIRES Q		19,925.00					
39	002	4800002			LLANES, MISHL L		19,925.00					
40	002	4800004			IBALE, LUCHIE L		19,925.00					
41	002	4800010			LAURENTE, WENONA MAY A		19,925.00					
42	002	5002001			NERI, REYNEFLOR P		33,452.00					
43	002	5002007			SITTOY, JFZREEL AILEEN P		19,709.00					
44	002	5006497			TUMACAS, NICETH ANN B		20,870.00					
45	002	5007672			ALMONIA, ARCELI A		21,315.00					
46	002	5008297			LAGAT, ELLEN JOY B		20,585.00					
47	002	5008623			CARANZO, FLORA P		20,585.00					
48	002	5010816			CASINO, GLICERIA G		34,215.00					
49	002	5011781			ABROGAR, SUSAN E		20,870.00					
50	002	5017688			TOLENTINO, MARITES C		21,315.00					

THIS IS TO CERTIFY THE CORRECTNESS OF THE INFORMATION SUPPLIED IN THIS DOCUMENT FOR THE RELEASE OF MIDYEAR BONUS 2016.

Signature Over Printed Name
 NAME OF PSDS/PRINCIPAL