



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel




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Division Memorandum
No. 11, s. 2015

TO : **ALL SCHOOL HEADS**
Elementary & Secondary Schools

FROM :  **ISAGANI S. DELA CRUZ**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF QUALIFIED EMPLOYEES FOR 2014 PBB**

DATE : **January 7, 2015**

1. The Performance-Based Incentive System (PBIS) is a new system of incentives to government employees, which was introduced in FY 2012 through EO no. 80. The PBIS consists of Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB).
 - Productivity Enhancement Incentive (PEI) is the existing Php 5000.00 across the board bonus.
 - **Performance-Based Bonus (PBB) is a top-up bonus given to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitment.**
2. In line with the division's thrust to fast rack all reports for submission for the incoming PBB 2014 and for further validation, this office is requiring all schools to submit all qualified employees using the attached template.
3. Please be guided that one of the bases for school ranking is the performance indicators within the period of SY 2012-2013 & SY 2013-2014, (increase in percentage (%) of learners who scored average and better in NAT or its equivalent and decrease of simple drop-out rate).
4. **School Heads and Teacher Leaders handling two or more schools including Integrated Schools must be counted only once. He / She must select the school where her/his name is included in the list of recipient's schools.**
5. Public District Supervisors / OIC-District Heads, Nurses, District Personnel, ALS Mobile Teachers and ALS Coordinators are included in individual forced ranking (Division Level).
6. To be qualified, employees must at a least nine (9) months in the service as of March 31, 2015, completed two semester of PAST/PASAG rating, and complied & submitted SALN for CY 2013.
7. For verification and consolidation, all reports must be submitted on or before April 5, 2015 in hard copy (NOTARIZED) and soft copy in excel file via email at depedsaranganiplanningoffice@yahoo.com.ph for verification and consolidation.
8. Personnel on STUDY Leave and Employees Retired from the service (have not rendered 9 months service for SY 2014-2015 (June-March) are disqualified for PBB.
9. Schools that failed to comply the required reports will not be included in the list for qualified recipients for 2014 PBB.
10. All information submitted is subject for validation and verification at the division office. Any false or wrong entry will be charged with administrative case such as falsification of documents with dismissal from the service as penalty.
11. For your information, dissemination and strict compliance.