



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



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DIVISION MEMORANDUM

No. **241 s. 2014**

URGENT

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

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **SUBMISSION OF NECCESARRY DATA for PBB FY 2013 and GUIDELINES**

DATE : **August 6, 2014**

1. Relative to DepEd Order # 33, series 2014, re: "Guidelines on the Granting of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2013", this office is hereby requesting the field to submit the following data as follows as per guidelines indicated using the attached excel format:

Guidelines to be qualified for PBB

CATEGORY	REMARKS
School	All elementary and secondary schools which have school ID, and have operated and completed at least one (1) school year as of March 31, 2014.
Personnel / Employee	
a. Teaching Personnel including ALS & Mobile Teacher	= Have rendered nine (9) months of service for the year ending March 31, 2014 (First Day of Service is July 1, 2013)
b. Non-teaching	= Have rendered nine (9) months of service for the year ending December 31, 2013 (First Day of Service is April 1, 2013)
c. Teaching Personnel on detail	= Have rendered six (6) months or more as of February 28, 2014 shall be included in the recipients schools/unit rated her/his performance. (First Day of Service is September 1, 2013 on recipients school/unit)
d. Non-teaching Personnel on detail	= Have rendered six (6) months or more as of November 30, 2013 shall be included in the recipients schools/unit rated her/his performance. (First Day of Service is June 1, 2013 on recipients school/unit) NOTE: For detail personnel serving less than 6 months as of the cited dates shall be included in the originating delivery Unit
e. For Individual force ranking	= Shall be applied to all Division & District Office personnel including ALS & Mobile Teachers
f. Employees recipient of National Award	=Automatically received P35,000.00 PBB (Award recognized by Civil Service Commission, Metro Bank Foundation & National Literacy Awards)



	<p>(NOTE: Employees found guilty with administrative / criminal charges, on study leave for FY 2013 and who do not have Performance Rating and / or receive "UNSATISFACTORY" for two semester for FY 2013 shall not be entitled for PBB FY 2013)</p>
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2. Data to be submitted are the following (Name of Employee, % of learners who scored average and better in NAT or its equivalent, simple drop-out rate, % of liquidation of school MOOE from January 1 to December 31, 2013 and timeliness of submission of liquidation reports as of the 5th working day of the succeeding month)
 - a. SCHOOL LEVEL (See attached excell file – School Level PRET)
 - b. INDIVIDUAL FORCED RANKING (See attached excell file – Individual Level PRET)
3. School Head / Teacher Leader handling two or more schools including Integrated Schools must be counted only once. He / She must select the school where her/his name be included in the list of recipients schools.
4. **All reports must be submitted on or before August 12, 2014 in hard and soft copy in excell file emailed to jabid_0103@yahoo.com for consolidation. Deadline for central Office is August 15, 2014.**
5. Failure to complied with will not be anymore included in the list for qualified recipient's for FY 2013 PBB.
6. All information submitted will be still subject for validation and verification at the division office.
7. Any false or wrong entry will be charged of Administrative case such as falsification of documents with a dismissal from the service as penalty.
8. For your information, dissemination and strict compliance.

