



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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**Division Memorandum**  
**No. 81, s. 2015**

**TO : ALL DISTRICT AND SCHOOL HEADS**  
**(BOTH SECONDARY AND ELEMENTARY)**

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

**SUBJECT : GUIDELINES FOR THE GRANT OF PRODUCTIVITY INCENTIVE**  
**BENEFIT FOR CY 2015**

**DATE : March 3, 2015**

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In accordance with National Compensation Circular No. 73, granting Productivity Incentive Benefit (PIB) for CY 1994 and years thereafter based on individual personnel productivity and performance the following guidelines shall be observed:

1. The incentive pay shall be given to officials and employees who shall have at least a satisfactory performance rating for school year 2012-2013 and 2013-2014 for teaching positions and at least satisfactory rating for two semesters for CY 2014 for Non-teaching positions;
2. The total cost of incentive pay which shall be utilized by the agency for this purpose shall in no case exceed the average of P2,000.00 per occupied/filled position;
3. All District Heads (for Elementary) and School Heads (for Secondary) are enjoined to:
  - a. Please submit a copy of the CB-PAST for SY 2012-2013 and 2013-2014 (teaching) and PASAG for two semesters for CY 2014 (non-teaching) with a certification stating all names of employees who have submitted the aforementioned performance rating.
4. Deadline of submission will be on March 6, 2015 at the Records Office, this Division and look for Mr. Felipe Tuyogon.
5. For your information and immediate compliance.

Cc: Acctg/finance/admin