Office of the Regional Director

REGIONAL MEMORANDUM
No. 264, s. 2020

SUBMISSION OF ADDITIONAL REPORTS FOR FY 2017 AND 2018
PERFORMANCE-BASED BONUS (PBB)

To: Schools Division Superintendents

1. The has reference to the attached Memorandum No. OM-PHRODFO-2020-00175 dated May 8, 2020 from Jesus L.R Mateo, Undersecretary for Planning, HROD and Field Operations and Atty. Revsee E. Escobedo, Undersecretary for Field Operations, HR-EWD & PD & DEACO, Department of Education, re: Submission of Additional Reports for FY 2018 Performance-Based Bonus (PBB), which is limited only to DepEd school-based personnel. Relative to this, please submit the Form 1.3 for PBB 2017 & 2018 on or before June 09, 2020 and the following documents (b,c,d) on or before June 19, 2020 at ps.region1@deped.gov.ph:

2017 and 2018 PBB
a. Form 1.3 – Report of Ranking of Delivery Units (SDO Level)
b. Form 1.0 - List of eligible and non-eligible school-based personnel
c. Summary Report
d. Evaluation Matrix

2. For information, guidance, and compliance.

TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Reference: DepEd Order (No. 038, s. 2018, No. 028, s. 2019)
To be indicated in the Perpetual Index
under the following subjects:

Employees Forms Grant
Performance Reports

AD-PS/lgm/RMADPS010
June 8, 2020

DepEd Region 1: Built on character; empowered by competence.
MEMORANDUM
OM-PHRODFO-2020-00175

FOR: Undersecretaries
     Assistant Secretaries
     Regional Directors
     Schools Division Superintendents
     Members of the Performance Management Teams
     All Others Concerned

FROM: JESUS L.R. MATEO
       Undersecretary for Planning, HROD and Field Operations

ATTY. REVSEE E. ESCOBEDO
       Undersecretary for Field Operations, HR-EWD & PD, and
       DEACO

Subject: SUBMISSION OF ADDITIONAL REPORTS FOR FY 2018
PERFORMANCE BASED BONUS (PBB)

Date: May 8, 2020

In view of the decision of the Administrative Order No. 25 (AO25) Inter-Agency Task
Force (IATF) in the Appeal of this Department, to limit the grant of FY 2018
Performance Based Bonus (PBB) only to our DepEd school-based-personnel, and
excluding our non-school-based personnel in the Central Office (CO), Regional
Offices (ROs), and Schools Division Offices (SDOs), in the payment of FY 2018
Performance Based Bonus (PBB).

This Office, enjoins the SDOs and RO PMTs to facilitate the immediate processing of
the PBB of our school-based-personnel, within their respective divisions/regions.
The following documents are to be submitted promptly:

2017 and 2018 PBB
1. Form 1.3 – Report of Ranking of Delivery Units (SDO Level);
2. Form 1.0 – List of eligible and non-eligible school-based-personnel;
3. Summary Report; and
School-based-personnel, as defined in Section 9(m) of Deped Order No. 28 s. 2019, includes the following:

m. **School-Based-Personnel** include the teaching, school administration, related teaching, and non-teaching personnel assigned and/or detailed in the schools and learning centers or cluster of schools and learning centers. These include ALS/mobile teachers. District ALS Coordinators, medical personnel, nurses and administrative and finance personnel serving the schools or cluster of schools. (underscoring for emphasis)

It shall also include all SDO-based personnel acting as concurrent and/or office-in-charge in school/s. The same definition shall also apply in the preparation of the required reports for the FY 2017 PBB.

The SDOs, RO PMTs, and all other concerned personnel are directed to observe the following due dates for submission of the reports, as hereto identified:

a. ROs to submit soft copies of 2017 and 2018 Reports on the Ranking of Delivery Units (Form 1.3) to the National PMT Secretariat **on or before June 10, 2020, Wednesday** for validation purposes;

b. National PMT Secretariat to validate the ranking reports and return the validated reports to the respective ROs;

c. ROs to disseminate the copy of duly signed ranking reports to the respective SDOs;

d. SDOs to finalize the list of eligible and non-eligible employees with corresponding PBB-amounts based on the approved ranking reports;

e. ROs shall submit Form 1.0 to the National PMT **on or before June 24, 2020, Wednesday** for validation purposes; and

f. Transmittal and digitally-signed e-copies of the PBB reports shall be submitted **on or before June 30, 2020, Tuesday**.

All reports submitted to the National PMT Secretariat shall be coursed through the Bureau of Human Resources and Organizational Development-Personnel Division through pbb.secretariat@deped.gov.ph.

This Office reiterates the responsibility of the RO PMT to address the queries and concerns that may be raised by their respective SDOs. The RO PMT may coordinate with Ms. Jhen Wagan through her mobile number 0921-703-2284, for clarifications or queries.

Attached are copies of the 2017 and 2018 PBB Guidelines and MS Excel-based templates, for ready reference.

Strict and immediate compliance with this Memorandum is directed.