



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



September 26, 2019

DIVISION MEMORANDUM
No. **450** s., 2019

**SUBMISSION OF REPORT TO GRANT THE PERFORMANCE-BASED BONUS
(PBB) FOR FISCAL YEAR 2018 UNDER EXECUTIVE ORDER No. 80
and E.O. No. 201**

To : ASDS, Chief of SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/OIC-PSDS
Public Secondary/Elementary School Heads
Non-Teaching Personnel
All Other Concerned

1. This Office announces the prompt submission of the URGENT report and strictly followed the attached template for compliance of the minimum requirements for the grant of **Performance-Based Bonus (PBB) FY 2018**, to wit;

a. School Head/School ICT are directed to open the link at <https://deped-bohol.tadabase.io/teachers> following the self- guide to access the template for encoding the report. After all required data has been provided and duly validated, print-out and sign accomplished **School Personnel Data Form** and submit to Division HRM Office together with the original copy of approved **Office Performance Commitment Review Form (OPCRF) for SY 2018-2019** on or before **October 15, 2019**.

b. School Head with cluster schools shall be required to submit the report per school in 2 copies to ensure that the employees/teachers are identified per school/ functional unit.

2. Prompt submission of accurate report is strictly observed to cope up the implementation schedule plan set by the Regional and Central Offices as well as give ample time for validation and consolidation of report. Officials and employees who cause the delay or non-submission to this office shall be liable and responsible of those personnel who are non-inclusion of report to the higher office.

Your positive response is highly appreciated.

For the information, guidance and compliance of all concerned.

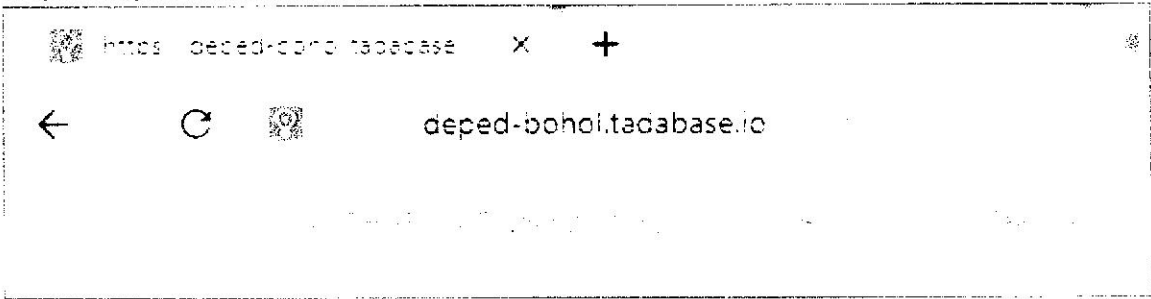

NIMFA D. BONGO, Ed.D., CESO V
Schools Division Superintendent

PBB Input Procedure

1. Open web browser. Mozilla  or Google Chrome 

2. Input on address bar:

URL:
https://depd-bohol.tadabase.io/teachers



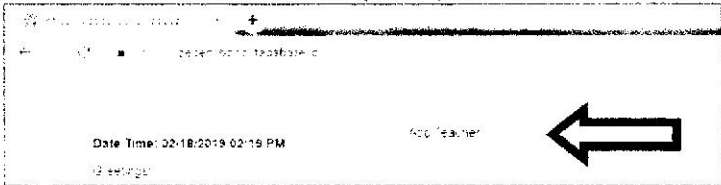
3. District ICT are given accounts. See attached on memo.

4. Login Link is at the upper right corner of the site.

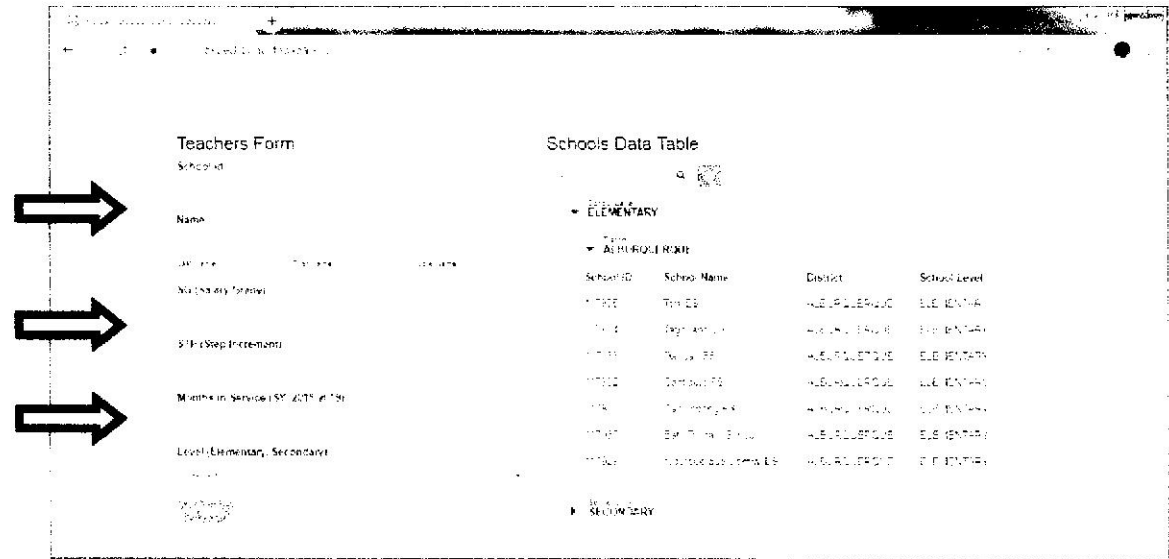


5. Input Teacher Information

Mouse over on Teacher (*menu*) and click Add Teacher (*menu*)



6. a). Input All Fields



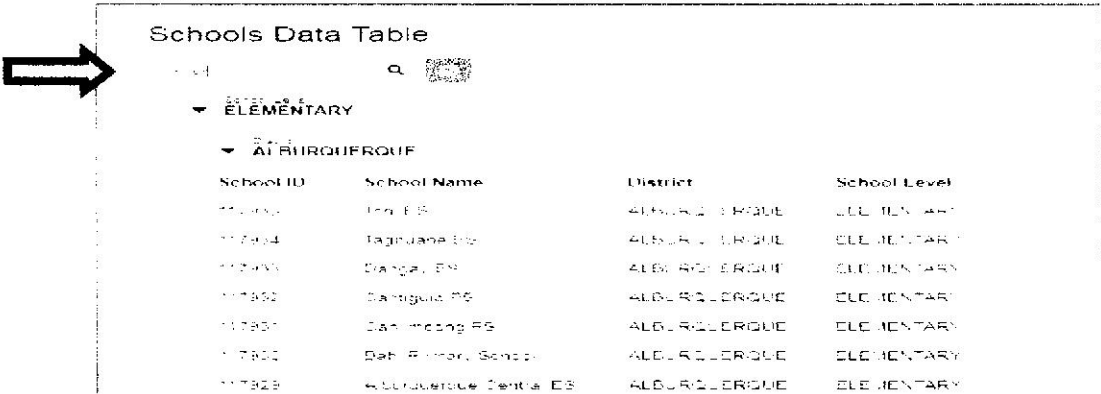
Note:

Teachers with invalid information or erroneously encode will be edited or delete by HRMO only.

A letter (*by school*) is required for the editing/deleting submitted to HRMO signed by the School Principal/School Head verified by the District ICT and signed by the district supervisor.

b). Input Data on Teachers Form.

School ID - can be found on the School Data Table.



Name - teachers complete name. Separate boxes (*Last Name , First Name , Middle Name*)
SG (Salary Grade) and **STP** (Step increment) - please input only numbers
Months in Service - number of months serve in school. School Year 2018 - 2019
Note: Teachers transferred will be listed on the school where he/she had served more.
The number of months will be added from the previous school.
Level (Elementary , Secondary) - please select level of the teacher.

7. Verify Input / Data on Teachers
To View data on teachers Click Teachers (*menu*)

Teachers Data Table

Q

Level
Elementary

School Id

Name

SG

STP

Months in Service

Level

101701

John Van A. P. (Name: John Van A. P.)

10

1

0

Elementary

User can search for the ID number of the School or Name of the teacher.

Control + P for printing (Signed by Principal)
Submit together with OPCRf

Note:
Teachers with invalid information or erroneously encode will be edited or delete by HRMO only.
A letter (*by school*) is required for the editing/deleting submitted to HRMO signed by the School Principal/School Head verified by the District ICT and signed by the district supervisor.

District	Email Address	Default Password	User (District ICT)
ALBURQUERQUE	alburquerque@deped.gov.ph	123456	PATRIO OMEGA
ALICIA	alicia@deped.gov.ph	123456	DARIO SOSOBAN
ANDA	anda@deped.gov.ph	123456	ESTRELLA SAMSON
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VALENCIA	valencia@deped.gov.ph	123456	MARLON SUMAYO