



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

November 19, 2020

DIVISION MEMORANDUM
No. **585** s, 2020

**REPORT REQUIRED FOR THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL
YEAR 2019**

To : Assistant Schools Division Superintendent
Chief of SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Secondary/Elementary School Heads
Non-Teaching Personnel
All Others Concerned

1. In line with the virtual meeting of the Regional PBB Secretariat on the Preparation of Reports for the **Grant of the Performance-Based Bonus for Fiscal Year 2019**, this Office hereby informs all School Heads, District Bookkeepers, and District LIS Coordinators of this Division for 2019 PBB data gathering.
3. The **URGENT** report to be submitted through google form at <https://tinyurl.com/depedbhoIOPCRF> not later on **Monday, November 23, 2020** the scanned copy of **Approved OPCR of the School Head for SY 2019-2020** and to follow in 2 copies of the original in bunch by district for elementary and by school for secondary.
2. The School Head/District LIS Coordinators or School Bookkeepers can download **for PBB FORM 1.2** through website: depedbho.org under downloads HRMO. Said templates shall be prepared in advance to be used in encoding per school in the upcoming system to be provided. Please strictly follow the provided formats for compliance of the minimum requirements. School Head with cluster schools are required to submit the report **per school** to ensure that the employees/teachers are identified per functional unit.
4. In preparing the report please take note of the following:
 - a. School Heads are directed to prepare the **PBB Form 1.2** template for verification and encoding to the system provided, link shall be announced later.
 - b. Administrative Assistant II & III, ALS Teachers and DALCs must be included in the list/report of the Central school in the district for the elementary while in secondary, they must be included in their mother school including senior high schools.
 - c. Name of personnel must be written using the format: Last Name, First Name & Middle Name

Ex. DELA CRUZ, MARIA MADRID.

- d. Months in service will be counted with a maximum of 12 for those who completed full cycle of their service. Personnel who have 1 month and above accumulated leave of absence with or without pay will be deducted on the 12 months of their total service for FY 2019.
- e. Personnel transferred to other school/unit will be included in the school/delivery unit where he or she is rated.
5. School Head and PMT at the School Level will be responsible and held liable for any discrepancy on the PBB report submitted.
6. Prompt VERIFICATION and SIGNING of accurate **Form 1.2** report shall be strictly observed to cope up the implementation schedule plan set by the Regional and Central Offices as well as to give ample time for consolidation on or before **December 04, 2020**. Officials and employees who cause the delay or non-submission to this office shall be liable and responsible for non-inclusion of those personnel in the report to the higher office.
7. A Schools Division Performance Team (SDO-PMT) is hereby reconstituted as mandated by DepEd Order No. 28, s. 2019 to effectively implement the PBB, with the following composition:

Designation	Composition	Name of Members/Alternate
Chairperson	Assistant Schools Division Superintendent	Dr. Marina S. Salmanca
Vice-Chairperson	Assistant Schools Division Superintendent	Dr. Casiana P. Caberte
Members	Chief, SGOD	Dr. Desiderio V. Deligero
	Administrative Officer V	Mr. Fermin M. Albutra
	Planning Officer III	Mrs. Ma. Maulitte M. Yap
	Budget Officer II	Mrs. Ma. Victoria M. Jaspe
	Representative NEU	Mr. Guy Aranjuez
	Representative BAPSMA	Dr. Petra B. Ocio
	Representative NAPSSPHIL	Dr. Marcela Bautista
Secretariat	OSDS-Admin Service	Dr. Felix Cosap
		Mr. Felipe Platino
		Mr. Jan Jaykyl Borja
		Miss Melody Joy Rabina

8. For queries relative to the PBB report, you may contact Mr. Fermin M. Albutra 0907-9119871 or Melody Joy Rabina/Jan Jaykyl Borja (038) 411-2544

9. For the information, guidance and strict compliance of all concerned.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 



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