



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

April 29, 2024

DIVISION MEMORANDUM

No. 332, S. 2024

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Chief Education Supervisor (CID)
Public Schools District Supervisors
Public Elementary/Junior High/Senior High School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

PERFORMANCE BASED BONUS FISCAL YEAR 2022

1. In view of the preparation for the grant of Performance Based Bonus (PBB) FY 2022, all schools are requested to accomplish the attached Form 1.0 (List of Eligible and Non-Eligible Employees). The covered period for the grant of the said benefit is August 1, 2022 to July 31, 2023 school-based personnel and January 1, 2022 to December 31, 2022 for the non-school based personnel.
2. In preparation of the said report, please be guided of the following:
 - a. An official or employee who has rendered a minimum of nine (9) months of actual service during the SY 2022-2023 and with at least "Satisfactory" performance rating may be eligible for the full grant of PBB 2022;
 - b. An official or employee who rendered less than (9) months but a minimum of three (3) months of actual service during the SY 2022-2023 and with at least "Satisfactory" performance rating may be eligible for the full grant of PBB 2022 on a pro-rata basis corresponding to the actual length of service rendered;
 - c. An employee who is on vacation, sick or personal cases by final and executory leave, with or without pay, for the entire year **shall not be eligible** for the grant of PBB FY 2022;
 - d. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where they served the longest;
 - e. Personnel found guilty of administrative and/or criminal by final and executory judgment in FY 2022 **shall not be eligible** for the grant of PBB 2022;
 - f. An official or employee who failed to submit **Statement of Assets, Liabilities and Network (SALN) for FY 2022 shall not be eligible** for the grant of PBB FY 2022;
 - g. An official or employee who failed to submit the Individual Performance Commitment Form (IPCRF) for SY 2022-2023 on the deadline set by this Office **shall not be eligible** for the grant of PBB FY 2022.



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3. All duly accomplished and signed forms shall be submitted to this Office in soft copy (excel format) at hrrmosdotac@deped.gov.ph as well as the hard copy c/o Personnel unit on or before May 3, 2024.
4. Attached to this memorandum is the FY 2022 Performance-Based Bonus (PBB) Timelines in Encoding and validation Process.
5. Public Schools District Supervisors/District in-charge are requested to monitor compliance of schools both elementary and secondary (junior and senior high) in their Area of Responsibility (AOR).
6. Wide and immediate dissemination of this memorandum is desired.

SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Division Superintendent
Officer in Charge-Schools Division Superintendent

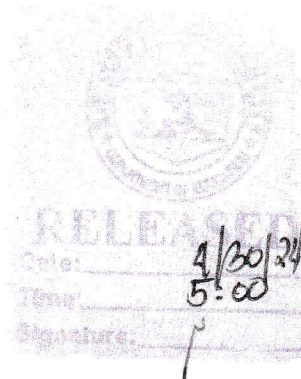
Enclosures: as stated

Reference: as stated

To be indicated in the Perpetual Index under the following subjects.

Performance Based Bonus

List of Eligible Employees





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Enclosure to Division Memorandum No ____ s. 2024

TIMELINE FOR PBB 2022 ON ENCODING AND VALIDATION PROCESS

DATE	ACTIVITY	IN-CHARGE/S	RESPONSIBLE PERSON/S
April 30-May 2, 2024	School Encoding of PBB 2022 Form 1.0 - Elementary - Secondary (JHS&SHS)	School AO/ICT	School Head
May 2, 2024 (1:00 pm – 4:00 pm)	Orientation of the FY 2022 PBB Guidelines	Schools Administrative Officers (Elem and Junior High) Division PMT Secretariat	Division PBB Focal Persons (Jade B. Calleja & Naisy M. Brosas and TWG)
May 3, 2024	Submission of Hard copy and Soft copy to the District-in-Charge of PBB District Validation of Submitted PBB Form 1.0 Encoding and submission of soft and hard copies to the link provided and to the Division office	School Head PSDS (through the District AO or any non-teaching personnel assigned by the PSDS)	PSDS and PBB District Focal Person
May 4, 2024	Division Validation	PSDS and District PBB Focal Person	Division PBB Focal Persons (Jade Calleja and Naisy Brosas and TWG)

