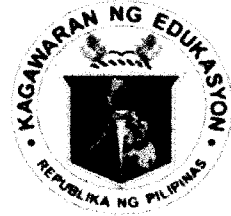
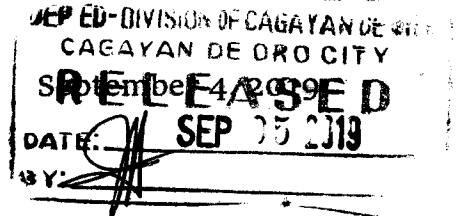



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



DIVISION MEMORANDUM
No. 029 s. 2019



TO: Elementary and Secondary School Heads
School Performance Management Team (PMT)
This Division

FROM:  **JONATHAN S. DELA PEÑA, Ph.D., CESO V**
Schools Division Superintendent

**Subject: LIST OF ELIGIBLE AND NON-ELIGIBLE EMPLOYEES FOR
2018 PERFORMANCE-BASED BONUS (PBB)**

In line with the upcoming Preparation/Validation Workshops relative to the Grant of the Performance-based Bonus for FY 2018 on September 8-12, 2019, the field is hereby required to submit the **list of Eligible and Non-Eligible employees for the grant of 2018 PBB** using the template attached (**excel file only**) and email to adepedcdo@gmail.com on or before September 7, 2019.

For immediate and strict compliance is hereby enjoined.

ompetence. Dedication. Optimism

ANNEX 2
PERFORMANCE-BASED BONUS (PBB) 2018
FORM 1.2 LIST OF ELIGIBLE & NON-ELIGIBLE EMPLOYEES
DEPARTMENT OF EDUCATION
REGION X (DIVISION OF CAGAYAN DE ORO CITY)

SCHOOL: _____

SUMMARY OF INFORMATION REQUIRED

- 1.1 Total No. of Filled Positions as of December 31, 2018 : _____
 1.2 Total No. of Officials and Employees entitled to PBB : _____

NO.	SCHOOL ID	IPCRF RATING		NAME OF PERSONNEL (e.g., DALISAY, RICARDO AGUAS)	Basic Salary as of December 2018		Months in Service in 2018 (April 2018-March 2019)- Number of months only
		NUMERICAL (e.g., 4.34)	ADJECTIVAL (e.g., very satisfactory)		Salary Grade (number only)	Salary Step (number only)	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
NON-ELIGIBLE SCHOOL-BASED PERSONNEL (NO PBB):							
REASONS FOR INELIGIBILITY TO THE GRANT OF PBB :							
Did not meet an at least "Satisfactory" performance							
	1						
Did not submit SALN							
	1						
Did not liquidate Cash Advance within the reglementary period							
	1						
Did not submit performance rating							
	1						
TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:							
TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:							