



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Arca, Dumaguete City

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(035) 225 2376 / 225 2838 / 422 5283

Division Memorandum

No. JD3, s 2016

To: All Public Schools District Supervisors/ In-charge
All Secondary School Heads
All Elementary School Heads
All District/ School Personnel In-charge

From: 
LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer In-Charge
8/24/16

Subject: **URGENT SUBMISSION OF DATA FOR THE GRANT OF PERFORMANCE – BASED BONUS (PBB) 2015**

Date: August 24, 2016

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1. In view of the urgency of the reports for the grant of the Performance – Based Bonus (PBB) 2015, you are hereby directed to submit soft copy (in Excel file format) of the SY 2015-2016 List of Teaching and Non-teaching Personnel (warm bodies) entitled for the aforementioned grant.
 2. The following shall be observed in determining individual eligibility:
 - a. School-based personnel, regardless of the classification of position(i.e., teaching, non-teaching, teaching related), should have rendered at least nine (9) months of service during the school year ending April 1, 2016.
 - b. Non-school based personnel in the Schools Division Office including personnel of the district offices, District ALS Coordinators (DALSC) and ALS Mobile Teachers, regardless of the classification of the position, should have rendered at least nine (9) months of service during the fiscal year ending December 31, 2015.

25 AUG 2016



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- c. Employees who rendered a minimum of three (3) months but less than nine (9) months of service and with required performance rating shall be eligible for the grant of PBB on pro-rate basis.

3. School Heads are responsible in identifying correct names and accurate number of eligible employees in their respective stations.

4. Follow the format of the attached template and send it via electronic mail to this account: **remylin.gaogao@deped.gov.ph** on or before August 29, 2016.

5. For your information and compliance.

UPDATED LIST OF SCHOOL PERSONNEL FOR THE GRANT OF PBB 2015 (warm bodies)

District:

Level:

School:

Total No. of School Personnel:

(for School Year 2015-2016, ending April 1, 2016)

No.	Name	Position	If transferred within SY 2015-2016, indicate the school name and the exact date		If newly hired within SY 2015- 2016, indicate the exact date
			Transferred IN	Transferred TO	
1					
2					
3					
4					
5					
6					
7					
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12					
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