



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

October 4, 2021

DIVISION MEMORANDUM

No. 413 s. 2021

**SUBMISSION OF DATA IN THE PREPARATION OF THE ROSTER OF ELIGIBLE
PERSONNEL FOR 2020 PERFORMANCE-BASED BONUS (PBB)**

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors / District Caretakers
All Other Concerned

1. This Office is directing all Public Schools District Supervisors and District-In-Charge to validate and update the roster of qualified/eligible teaching, non-teaching and related-teaching school-based employees of SDO Cebu Province Division hired as of Calendar Year 2020.

CATEGORY	INCLUSIVE PERIOD	REMARKS
Teaching(except ALS) and Related-Teaching Personnel	June 2020- July 10, 2021	Related-Teaching Personnel as follows: <ul style="list-style-type: none">• School Heads/Assistant School Principal• Guidance Counselors• Librarian
Non-Teaching Personnel (school-based)	January 2020- December 2020	Security Guard, Watchman, Construction and Maintenance Man, Administrative Aide, Administrative Assistant, Administrative Officer, Registrar

2. For guidance of all concerned, please refer to table below for classification of school-based personnel:

LEVEL	COVERAGE
Elementary	Kindergarten to Grade 6
Junior High School (JHS)	Grade 7 to 10 or up to SHS
Integrated School (IS)	Kindergarten to JHS or up to SHS

3. The data for 2019 Performance-Based Bonus (PBB) shall serve as bases to generate the roster of eligible school-based employees for 2020 PBB. Separation (retirement, resignation, transfer to other division and death, among others), Reassignment/Transfer of Station within the division shall be indicated accordingly in the "Remarks" column of the template.

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4. Newly established schools without school IDs shall be included in the mother school.
5. For uniformity, employees without employee number shall be tagged as:

ON PROCESS = For Newly-hired

PROVISIONAL = For SHS Provisional Teachers

6. Please be guided of the instructions/details in the validation of data, as follows:
 - ✓ Access to the data saved in the Google Drive shall be provided to the concerned PSDS/District-In-Charge to be sent through their Deped email address.
 - ✓ The PSDSs shall validate the list of employees under their jurisdiction for each level (Elementary to include SPED and Kindergarten, JHS and Senior High School and Integrated School). Templates for each level is provided.
 - ✓ Electronic and Scanned copy with signature of PSDS/District-In-Charge and Focal Person of the validated roster of qualified/eligible school-based personnel shall be submitted through the email address of the following HR Personnel:
 - **NORTH** – Ms. Rhea Mae Jumao-as
rheamae.jumaoas@deped.gov.ph
 - **SOUTH** – Mr. Roy Dagatan
roy.dagatan@deped.gov.ph

NOTE: PSDSs shall execute Affidavit of Undertaking to attest to the completeness and veracity of the data submitted, with full accountability of their respective districts.

7. Deadline of submission to the Regional Office VII is on October 5, 2021 at the close of business day (5:00PM). **All districts are DIRECTED to submit the validated data on the same day at 12:00 noon for the final consolidation by the HR Personnel in-charge.**
8. For clarification, please contact the Human Resource Section at +63 931-0817617 during office hours.
9. Failure to submit the required report shall be dealt with accordingly.
10. Widest dissemination and strict compliance of this Memorandum is highly desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



To be accomplished by the PSDS

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____, Filipino, of legal age, single/married and with residence and postal address at _____, Cebu, Philippines after having been sworn to, depose and say:

- 1) That, I am a _____ (indicate your position) of _____ (indicate your school and/or district), under DepEd-Division of Cebu Province with Employee ID No. _____.
- 2) That, I am part of the _____ (please indicate whether you are part of the School, District or Division Committee for PBB benefit and if it is the school or district committee, please specify the school or district and mention also your position in the committee, whether you are the chair or a member);
- 3) That, I can categorically state that all personnel in the district, both teaching and non-teaching, have been considered for the PBB benefit based on existing DepEd rules and guidelines;
- 4) That, I shall undertake that I have reviewed and verified thoroughly and truthfully all entries in the list and to the best of my knowledge, I can vouch that all said entries are true, correct and in order, based on the guidelines and other analogous procedures of this Division;
- 5) That, by reason of the review and verification that I conducted, I hereby affirm and confirm the truthfulness and veracity of all the entries in the list that our committee has assessed and evaluated;
- 6) That I take the responsibility of facing administrative process in the event that I miss advertently and inadvertently, the inclusion of a qualified personnel to the list of personnel to receive the PBB benefit;
- 7) That the school heads included herein in the district of my jurisdiction did not have unliquidated cash obligations for calendar year 2020;
- 8) That all teaching and non-teaching personnel in the 2020 roster of PBB eligible in my schools district had submitted their Statement of Assets, Liabilities and Net worth (SALN) as one of the requirements in the processing said benefit
- 9) That finally, if there may be qualified personnel(s) that was not included in the aforesaid list, I will be accountable and responsible to shoulder the PBB benefit that should be been given to such personnel(s);
- 10) That this Affidavit is executed to attest to the truth of the foregoing facts and other purposes that this Affidavit may serve.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my signature this _____ at _____, Philippines.

Affiant
(Signature over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ at _____, Philippines, affiant is personally known to this notary public.

JEREMY DENAMPO, J.D.
Administrative Officer V