



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

**Office of the Schools Division
 Superintendent**

February 20, 2023

DIVISION MEMORANDUM

No. 043 s. 2023

**SUBMISSION AND CONSOLIDATION OF PERFORMANCE BASED-BONUS (PBB)
 ELIGIBLE TEACHING AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors /District Caretakers
 Elementary and Secondary School Heads
 All Other Concerned

1. The Office directs all school heads to submit an updated roster of personnel in their respective schools to the district office through the Public Schools District Supervisor.
2. Please be guided by the category below.

CATEGORY	INCLUSIVE PERIOD	REMARKS
Teaching(except ALS) and Related-Teaching Personnel	July 25, 2021-July 31, 2022	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 2021-December 2021	Security Guard, Watchman, Construction and Maintenance Man, Administrative Aide, Administrative Assistant, Administrative Officer, Registrar

3. For the guidance of all concerned, please refer to the table below for the 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

4. Public Schools District Supervisors (PSDSs), shall then compose a district PBB Committee responsible for the consolidation of data from each school.
5. Public Schools District Supervisors (PSDSs) shall act as chairman of the district PBB Committee.
6. Separation (retirement, resignation, transfer to another 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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7. Newly established schools without school IDs shall be included in the mother school.
8. For uniformity, employees without employee number shall be tagged as:


ON PROCESS = For Newly-hired

PROVISIONAL = For SHS Provisional Teachers

9. 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. Final report shall be uploaded in google drive.
 - ✓ 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 are provided.
 - ✓ Hard copy of the consolidated report signed by the district PBB Committee shall be submitted to the Human Resource Unit.
 - ✓ Scanned copy of the Affidavit/Undertaking with the signature of PSDS/District-In-Charge or 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 AREA** (Liloan, Medellin & Balamban Sub-Offices) rheamae.jumaoas@deped.gov.ph
 - **SOUTH AREA** (San Fernando, Dalaguete & Badian Sub-Offices) geralen.barro@deped.gov.ph
10. Public Schools District Supervisors shall ensure 100% accuracy of data submitted and refrain from submitting an unverified report.
11. Public Schools District Supervisor shall execute an Affidavit/Undertaking to attest completeness and veracity of data submitted, with full accountability of their respective districts.
12. Eligible employees (teaching or nonteaching staff) who are eligible to receive the performance bonus/es but who are omitted in the list submitted by the District PBB Committee shall be considered a **personal liability by the public schools district supervisor (PSDS) or the committee members thereof**, thus, the amount supposed to be received by the eligible employees shall be paid by the PSDS concerned or shall be **equitably shared by the members of the committee** who committed such **neglect of duty or who submitted the erroneous listing**.
13. Deadline of submission is on February 22, 2023, at the close of business day (5:00 PM). Late submission is strongly DISCOURAGED.
14. Failure to submit the required report shall be dealt with accordingly.
15. Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
16. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
17. Widest dissemination and strict adherence to this Memorandum are highly desired.

For:

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent


MARY ANN P. FLORES EdD
CES, CID/Officer-In-Charge

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 Public Schools District Supervisor of _____ (indicate your district), under DepEd-Division of Cebu Province with Employee ID No. _____.
- 2) That, I am the Chairperson of the District Committee that will assess and evaluate who will be the district personnel, whether teaching or non-teaching, that are eligible to receive the PBB benefit;
- 3) That, I can categorically state that all personnel, both teaching and non-teaching of our district 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 district 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 an eligible personnel to the list of personnel to receive the PBB benefit;
- 7) That the school heads covered by my jurisdiction in the district have no unliquidated cash obligations for calendar year 2021;
- 8) That all teaching and non-teaching personnel in the 2021 roster of PBB eligible employees in my school/district have already submitted their 2021 Statement of Assets, Liabilities and Net Worth (SALN), as one of the requirements in the processing of 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 have 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.

Administering Officer

ANNEX 2
 PERFORMANCE-BASED BONUS (PBB) 2021
 FORM 1.0 REPORT ON RANKING OF DELIVERY UNITS (ELEMENTARY)
 DEPARTMENT OF EDUCATION

SAMPLE TEMPLATE
 Link to be provided to PSDSS

NOTES:

*** PLEASE USE ALL CAPITAL LETTERS IN ACCOMPLISHING THE FORM
 *** DO NOT ALTER/MODIFY THE TEMPLATE (NO INSERTION/DELETION OF COLUMNS/ROWS)
 *** THOROUGHLY READ THE CONTENTS OF DIVISION MEMORANDUM FOR FURTHER INSTRUCTIONS
 *** FOR INTEGRATED SCHOOLS, PLEASE USE "ELEMENTARY TEMPLATE ONLY" FOR BOTH ELEMENTARY AND SECONDARY
 *** DO NOT FORGET TO INCLUDE THOSE PERSONNEL WHO SEPARATED (RESIGNED, RETIRED, DECEASED) FROM THE SERVICE BUT LEGIBLE FOR PBB 2021

LIST OF ELIGIBLE SCHOOL-BASED PERSONNEL

DIVISION	NAME OF SCHOOL	SCHOOL ID	IPCRF RATING					EMPLOYEE NUMBER	ACCOUNT NUMBER	
			NAME OF PERSONNEL (E.G. DALISAY, RICARDO AGUAS)	Salary Grade as of DEC 31, 2021	Salary Step as of DEC 31, 2021	Monthly Basic Salary (as of December 31, 2021)	Months in Service In 2021 to July 31, 2022 -TEACHING POSITION -NON-TEACHING & RELATED TEACHING POSITION CY 2021			-TEACHING POSITION SY 2021-2022 -NON-TEACHING & RELATED TEACHING 2021
DEBU PROVINCE	I-PATA GENERAL SCHOOL	213456	ADARNA, ELEMENTARY	5	7	30210.00	12	4.36	2004123	5715001122

