



Republic of the Philippines
Department of Education
 Region VII – Central Visayas
 Schools Division of CEBU PROVINCE

Office the Schools Division Superintendent

April 27, 2024

DIVISION MEMORANDUM

No. **259**, s. 2024

SUBMISSION OF PERSONNEL DATA IN PREPARATION OF FINAL ROSTER FOR THE 2022 PERSONNEL-BASED BONUS (PBB)

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Public Schools District Supervisors/OICs
 Elementary and Secondary School Heads
 All Others Concerned

1. Relative to Deped Memorandum No. OUHROD-2024-0736, “Final Validation Results for the FY 2022 Performance-Based Bonus (PBB) and Preparation of Form 1.0”, the field is hereby requested to submit inventory of teaching, non-teaching and related-teaching personnel with at least three (3) months in service as of Calendar Year 2022.
2. Refer to table below for the list of positions with corresponding category and period covered.

CATEGORY	POSITION TITLE	INCLUSIVE PERIOD
Teaching Personnel	<ul style="list-style-type: none"> Teacher I-III Master Teacher I and II ALS Special Education Teacher (SPET) Special Science Teacher (SPST) 	Hired within School Year 2022-2023 (August 1, 2022 to July 31, 2023)
Related-Teaching Personnel	<ul style="list-style-type: none"> Public Schools District Supervisor (PSDS) School Principal I-IV Assistant School Principal II Head Teacher I-VI Guidance Counselor I-III Guidance Coordinator I-III School Librarian I-III 	Hired within Calendar Year 2022 (January 1-December 31, 2022)



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
 Telephone Nos.: (032) 424-9000
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Non-Teaching Personnel	<ul style="list-style-type: none"> • Security Guard • Watchman • Construction and Maintenance • Computer Equipment Operator • Administrative Aide I-VI • Administrative Assistant I-III • Administrative Officer I-V • Registrar I • Nurse II • Dentist II • Dental Aide 	Hired within Calendar Year 2022 (January 1-December 31, 2022)
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3. The **rating period for teaching personnel shall cover the period from August 1, 2022 to July 31, 2023** based on School Calendar and Activities for the School Year 2022-2023. On the other hand, the **rating period of non-teaching and related-teaching personnel covers January to December 2022.**

4. To be considered eligible for the PBB 2022, personnel should meet the following requirements indicated in AO25 MC No. 2022-1:

- Submitted the applicable RPMS Forms (IPCRF/OPCRF/CESPES Rating) with at least **“Very Satisfactory”** rating within the given reglementary period.
- Submitted the Statement of Assets, Liabilities and Net Worth (SALN)
- No unliquidated cash advance.
- Not found guilty of any administrative, criminal case by final executory judgement in FY 2022.
- Must have rendered at least nine (9) months service during the fiscal year; those who rendered less than nine (9) months but minimum of three (3) months of service shall be entitled to PBB in a pro-rata basis corresponding to the actual length of service rendered.

5. Public Schools District Supervisors (PSDS) shall be given access to the link to download the template. There are certain columns in the template that will auto-populate once data is inputted. Therefore, ALTERATION/MODIFICATION of the template is not advisable. The “REMARKS” column may be utilized for annotations if and when necessary.

6. To download the template, kindly access the link: <https://tinyurl.com/PBB2022TEMPLATE>

7. Final consolidated report of each district shall be submitted through email:

NORTH: janc.java@deped.gov.ph (Contact No. 09060974184)

SOUTH: rhcamaejumaoasa@deped.gov.ph (Contact No. 09919608203)



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8. To ensure accuracy and completeness of data, PSDSs are tasked to validate the report before submission. Multiple submission due to revisions is highly discouraged.
9. PSDSs shall act as Chairman in the district level and shall be held accountable for any discrepancies in the report submitted. Clarifications/concerns from field personnel shall be coursed through the PSDS in writing and shall be acted upon accordingly.
10. PSDSs are requested to include in the submission a scanned copy of Affidavit of Undertaking.
11. Deadline for submission of Consolidated Personnel Data is on May 2, 2024, end of business day (5:00PM). The Division PBB Team will start consolidating reports immediately after the deadline. Revisions/Modifications of the original data submitted will no longer be entertained in order for the team to meet the deadline set by the Central Office PBB Team.
12. Widest dissemination of this Memorandum is desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent



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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, related-teaching or non-teaching, that are eligible to receive the PBB benefit;
- 3) That, I can categorically state that all personnel, both teaching, related-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 2022;
- 8) That all teaching, related-teaching and non-teaching personnel in the 2022 roster of PBB eligible employees in my school/district have already submitted their 2022 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