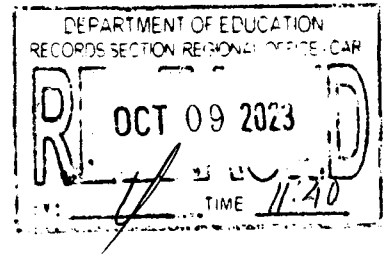




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



October 5, 2023

REGIONAL MEMORANDUM
 No. **589.2023**

**ORIENTATION AND WORKSHOP FOR THE PREPARATION OF
 REPORTS FOR THE 2022 PERFORMANCE-BASED BONUS**

To: Schools Division Superintendents
 Division Administrative Officers
 All Concerned

1. In anticipation of the required data/reports for the grant of the 2022 Performance-Based Bonus for School Personnel, the DepEd-CAR, Regional Office through the Administrative Services Division announces the conduct of the **Orientation and Workshop for the Preparation of Reports for the 2022 Performance-Based Bonus** on November 12-15, 2023. The venue of the said activity will be announced through an advisory.

2. The activity aims to accomplish the following:
 a. Re-orient the participants from the Schools Division Offices on the grant of the 2022 Performance-Based Bonus per IATF MC No. 2021-1;
 b. Assist the SDO participants in the preparation of the list of eligibles per School/Delivery units; and,
 c. Discuss other matters on Human Resource and Administrative concerns.

3. Expected participants for the workshop shall be the **personnel assigned by their respective Offices who are knowledgeable and accountable for the Data in the PBB reports**. Below are the participants for the activity:

Participants	Number
Regional Office	
• Regional Director	1
• Administrative Services Division (Chief AO, 4 staff from the Personnel Section - AO V, AO IV, AO II, ADA)	5
Schools Division Office	
• Three (3) participants per SDO	24
Total	30

4. Participants are advised to be ready with the following data during the workshop:
 a. OPCRf ratings of School Heads and IPCRF ratings of teachers and school personnel for SY 2022-2023 per school/delivery unit;



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.ph>

- b. List of teachers/employees who did not file their SALN for CY 2022;
 - c. Other pertinent data for determining the eligibles for the 2022 PBB
5. Expenses for the workshop including board and lodging, meals, and other incidental expenses shall be charged to Regional Office funds while travel expenses of participants from the Schools Division Offices shall be charged to local funds subject to existing budgeting, accounting, and auditing rules & regulations.
6. Arrival and registration of participants shall start at 2:00P.M. of November 12, 2023. The first meal will be dinner on Nov. 12, 2023, and the last meal will be PM snacks on November 15, 2023.
7. Further queries and information regarding the activity may be addressed to car.personnel@deped.gov.ph.
6. For information, guidance, and compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 