



October 24, 2019

REGIONAL MEMORANDUM

No. 373.2019

To: Schools Division Superintendents
 All concerned Personnel

RECEIVED
 OCT 25 2019

Subject: WORKSHOP FOR THE COMPLETION AND SUBMISSION OF
 PERFORMANCE BASED BONUS TEMPLATES FOR THE 2018 PBB

1. Relative to compliance with required data/reports for the grant of the 2018 Performance-Based Bonus which were required during the workshop per DepED Memorandum OM-PHRODFO 2019-00754 dated August 29, 2019, a follow-up workshop for the Region will be conducted in Baguio City on November 4-9, 2019. The particular venue shall be announced later through an advisory.

2. The activity aims to assist the SDO participants and enable them to finalize and submit the following reports/data of their respective Schools Divisions for consolidation by the Regional Office:

- a. Duly accomplished and accurate Report On Ranking Of Delivery Units – Elementary (School Level Form 1.1)
- b. Duly accomplished and accurate Report On Ranking Of Delivery Units – Secondary (School Level Form 1.1)
- c. Duly accomplished and accurate SDO List Of Eligible & Non-Eligible Personnel (SDO Level Form 1.2)

N.B.: The **SUMMARY OF INFORMATION REQUIRED** in the above forms should be accurately filled in.

3. Participants to the workshop are the personnel assigned by their respective Offices who are knowledgeable and accountable of the data in the PBB reports. The number of participants to the workshop are as follows:

Participants	Number
Personnel In-Charge of accomplishing the PBB Data/Templates:	
3 participants from every SDO	24
Regional Office (E. Albidas, E. Tawanna, Purita D. Delos Santos)	3
Total	27


Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

4. Participants are required to bring laptops and other necessary data/report/forms for them to accomplish and submit the required reports/data.
5. Board and lodging of participants and other incidental expenses for the workshop shall be charged against Regional Office funds. Travel expenses of participants shall be charged to local funds subject to the usual budgeting, accounting and auditing rules and regulations.
6. Schedule of Meals and Check-In and Check-Out time are as follows:

Meal	Schedule					
	Nov. 4 Check in: 2 PM	Nov. 5	Nov. 6	Nov. 7	Nov. 8	Nov. 9 Check Out Time : 12:00 Noon
Breakfast		/	/	/	/	/
AM Snacks		/	/	/	/	/
Lunch	/	/	/	/	/	
PM Snacks	/	/	/	/	/	
Dinner	/	/	/	/	/	

7. For information, guidance, and compliance.


MAY B. ECLAR, Ph. D., CESO V
 Regional Director