

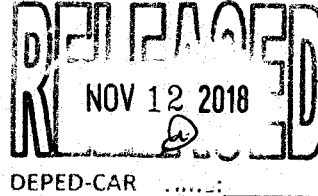


November 12, 2018

**REGIONAL MEMORANDUM**

No.: 392.2018

To: Schools Division Superintendent  
 SDO Performance Management Team for the PBB  
 SDO PBB Secretariat



Subject: SUBMISSION OF FINAL REPORTS FOR THE 2017 PBB

1. To facilitate the consolidation of Reports for the 2017 Performance Based Bonus of Schools and Schools Division Offices, SDOs are enjoined to **review their PBB reports** and submit the final and correct copy of the following reports on or before November 14, 2018:

a) School Level Form (Form 1.0) for SDO Proper, Elementary & Secondary Levels classified into Small/Medium/Large;

b) Summary of Fund requirement (DBM Template) for SDO Proper, Elementary & Secondary Levels categorized into Best/Better/Good

2. The final and correct copy of reports should consider the following:

a) All eligible employees per school for the 2017 PBB (Per D.O. No. 38, s. 2018) should have been included in the Elementary and Secondary School Level Forms (Form 1.0);

b) The correct Monthly Salary per SG and Step Increment of employees per NBC 568 dated Jan. 5, 2017 should have been used in computing the fund requirement;

c) SDO Level Form (Form 1.0) should include SDO Proper personnel, ALS Mobile Teachers, District ALS Coordinators, personnel of the District Offices, and teaching/teaching-related/non-teaching personnel reassigned at the Division Office, if any.

3. The status of submission of PBB Reports by the Schools Division Offices is found in Annex A of this Memorandum.

4. For information, guidance, and compliance.

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

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NOV 12 2018

**Contact Numbers (Area Code: 074):**

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Administrative Division 422-1804  
 Cash Section 423-2215  
 Payroll Section 424-3993  
 Records Section 423-2213  
 Supply Section 422-2198  
 General Services Unit 422-1804

CLMD 422-7096  
 LRMSD 422-0615  
 ESSD 423-2218  
 Finance Division 422-5155  
 FTAD 424-5187

REC-ARD  
 HRDD 422-9590  
 NEAP-R 422-5500  
 PPRD 422-9590  
 QuAD 422-5187  
 COA 422-7434

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STATUS OF SUBMISSION OF REQUIRED 2017 PBB REPORTS

AS OF NOVEMBER 12, 2018

REQUIRED REPORTS FOR THE 2017 PBB

DIVISION	SCHOOL LEVEL PERFORMANCE REVIEW & EVALUATION TEMPLATE (FORM 1.0)		SDO PRET (FORM 1.0) (Including ALS Teachers)	SUMMARY OF FUND REQUIREMENT BY SG (DBM TEMPLATE)		
	ELEMENTARY X (Form 1.1)	SECONDARY		ELEMENTARY	SECONDARY	SDO PROPEK (including ALS teachers)
ABRA	X	X	X	X	X	
APAYAO	/	/	/	X	X	
BAGUIO CITY	/	/	/	/	/	
BENGUET	/	/	/	X	X	
IFUGAO	/	/	X	X	X	
KALINGA	/	/	/	X	X	
MT. PROVINCE	/	/	/	/	/	
TABUK CITY	/	/	/	/	/	
Prepared by:			Noted:			
<i>Elena C. Tawanna</i> ELENA C. TAWANNA PBB Secretariat			<i>Edgardo T. Alós</i> EDGARDO T. ALOS Chief Administrative Officer Member, PMT			

Agency : \_\_\_\_\_

**Summary of Information Required**

Total No. of Delivery Units : \_\_\_\_\_

Total No. of Delivery Units that achieved their performance targets : \_\_\_\_\_

No. of Delivery Units by Performance Ranking:

Best DUs (10%) = \_\_\_\_\_

Better DUs (25%) = \_\_\_\_\_

Good DUs (65%) = \_\_\_\_\_

Total No. of Filled Positions as of December 31, 2016 : \_\_\_\_\_

Total No. of Officials and Employees Entitled to PBB : \_\_\_\_\_

Total Amount Required for Payment of PBB : \_\_\_\_\_

Ranking	No. of DU	Name of Delivery Unit	No. of Officials and Employees Entitled to PBB	Total Requirement
BEST	1		-	-
	2		-	-
	3		-	-
Sub-Total			-	-

BETTER	1		-	-
	2		-	-
	3		-	-
	4		-	-
	5		-	-
	6		-	-
	7		-	-
	8		-	-
Sub-Total			-	-

GOOD	1		-	-
	2		-	-
	3		-	-
	4		-	-
	5		-	-
	6		-	-
	7		-	-
	8		-	-
	9		-	-
	10		-	-
	11		-	-
	12		-	-
	13		-	-
	14		-	-
	15		-	-
	16		-	-
	17		-	-
	18		-	-
	19		-	-
Sub-Total			-	-

Agency Head	(name of former Agency Head)	(Position Title & Salary Grade)	(Rate of PBB) *
	(name of Incumbent)	(Position Title & Salary Grade)	(Rate of PBB)*

<b>Grand Total</b>	-	-
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\* entitled to a pro-rated share of the PBB