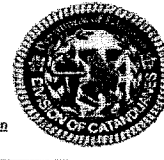




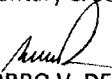
Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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Website: www.depedrovcatanduanes.com Tel No.: (052)811-49-88



DIVISION MEMORANDUM No. 2/8, s. 2017

TO : Asst. Schools Division Superintendent
Chief, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads/OIC's

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: **DIVISION ORIENTATION CUM VALIDATION ON THE FY 2016 PERFORMANCE BASED-BONUS GUIDELINES AND FORMS**

DATE : October 27, 2017

RELEASED
DepEd. Division of Catanduanes
RECORDS SECTION
Date: OCT 27 2017
Time: 1:10 P.M.
Initial/Signature: [Signature]

1. In relation to the grant of FY 2016 Performance Based-Bonus as provided for in DepED Order No. 53, s. 2017, a one-day orientation cum validation shall be conducted on November 3, 2017, 8AM at SDO Conference Hall.
2. The orientation cum validation aims to:
 - a. Provide information and clarification on the grant of the FY 2016 PBB by discussing the salient provisions of DepED Order No. 53, s. 2017
 - b. Validate and submit School Level PRET-Form 1.2
3. Participants to the orientation cum validation are elementary and secondary school heads/OIC's.
4. School Heads/OIC's are expected to bring the following:
 1. Laptop and extension cord
 2. Composition of School Performance Management Team and Alternate Members (soft copy & hard-signed copy) (Pls. refer to DepED Order No. 53, s. 2017- No. 41 page 18)
 3. Accomplished School Level PRET-Form 1.2 (soft copy & hard-signed copy) (Pls. refer to DepED Order No. 53, s. 2017- No. 44-F & G page 20)

(In accomplishing Form 1.2, please take note that *"school-based personnel, regardless of the classification of position (i.e., teaching, non-teaching, teaching-related), should have rendered at least three (3) months of service from April 1, 2016 to March 31, 2017; District ALS Coordinators (DALSC), ALS mobile and Abot-Alam teachers are not included in the School Level PRET-Form 1.2, they shall be ranked at the SDO."*)
5. A registration fee of P300.00 per participant to cover 1 lunch and 2 snacks, travel and other incidental expenses shall be charged to school MOOE funds subject to the usual accounting and auditing rules and regulations.
6. Enclosed are the following:
 - a. School Level PRET-Form 1.2 (electronic template/soft copy can be downloaded through <http://www.depedrovcatanduanes.com/school-level-pret.html>)
 - b. DepED Order No. 53, s. 2017
7. For information, guidance and compliance.

PERFORMANCE-BASED BONUS 2016
SCHOOL LEVEL FORM 1.2
SCHOOL PERSONNEL DATA

Region: _____
 Schools Division: _____
 School: _____
 School ID: _____
 School Classification (e.g., Small, Medium, Large): _____

SCHOOL RANKING (e.g., BEST, BETTER, GOOD)	NAME OF SCHOOL	SCHOOL ID	LIST OF SCHOOL-BASED PERSONNEL					
			Name of Personnel	Salary Grade	Salary Step	Monthly Basic Salary <i>(as of December 31, 2016)</i>	Months in Service in 2016 <i>(April 2016- March 2017)</i>	Amount of PBB
			Personnel 1					
			Personnel 2					
			Personnel 3					
			Personnel n					
TOTAL NUMBER OF ELIGIBLE SCHOOL-BASED PERSONNEL:			TOTAL AMOUNT:					
NON-ELIGIBLE PERSONNEL (NO PBB):								
Did not meet an at least "Satisfactory" performance			Personnel 1					
			Personnel 2					
			Personnel 3					
			Personnel n					
Did not submit SALN			Personnel 1					
			Personnel 2					
			Personnel 3					
			Personnel n					
Did not liquidate Cash Advance within the reglementary period			Personnel 1					
			Personnel 2					
			Personnel 3					
			Personnel n					
Did not submit RPMS (PCRF)			Personnel 1					
			Personnel 2					
			Personnel 3					
			Personnel n					
TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:								
TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:								

School Head _____
 Date _____