DIVISION MEMORANDUM No. 28, 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

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), AIS mobile and Abot-Alan 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.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Monthly Basic Salary</th>
<th>Step</th>
<th>Grade</th>
<th>School ID</th>
<th>School Name</th>
<th>School Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:**

Did not submit PEPs Report

Did not submit Script

Did not meet at least Satisfaction Performance

**TOTAL NUMBER OF ELIGIBLE SCHOOL-BASED PERSONNEL:**

**NON-ELIGIBLE PERSONNEL (NO PEP):**

**NON-ELIGIBLE PERSONNEL (NO PEP):**

**TOTAL AMOUNT:**

Amount of PEP

<table>
<thead>
<tr>
<th>Personnel 1</th>
<th>Personnel 2</th>
<th>Personnel 3</th>
<th>Personnel 4</th>
<th>Personnel 5</th>
</tr>
</thead>
</table>

**LIST OF SCHOOL-BASED PERSONNEL:**

1. **Date:**
2. **School Head:**
3. **School:**
4. **School Level:**
5. **School Division:**
6. **Region:**
7. **Performance-Based Bonus Data:**
8. **School Level Form 1.2:**
9. **School:**
10. **School Division:**
11. **Region:**