



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

URGENT



UNNUMBERED MEMORANDUM
OSDS-PER-UM-02-17-23-mbl

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge
Elementary & Secondary School Heads/OICs
Administrative Officers
All Other Concerned

FROM : By Authority of the Schools Division Superintendent:

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **SUBMISSION OF FY 2021 PERFORMANCE-BASED BONUS (PBB) SCHOOL LEVEL FORM 1.0**

DATE : 17 February 2023

1. In relation to the Grant of Performance-Based Bonus FY 2021, you are hereby advised to submit the prescribed and updated FY 2021 PBB Form 1.0- List of Eligible and Non-Eligible Personnel. Copy of PBB School Level Form 1.0 can be downloaded from <https://bit.ly/PBBF1>
2. Pursuant to DepEd Order No. 007, s. 2021, please be guided by the following individual eligibility in filling out PBB form 1.0:
 - a. An official or employee who has rendered actual service from July 25, 2021-July 31, 2022.
 - b. Monthly Basic Salary Grade and Steps as of December 31, 2021
 - c. An official or employee who has rendered a minimum of nine (9) months of actual service during the current rating period and with at least "Satisfactory" performance rating may be eligible for the full grant of the PBB.
 - d. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of actual service and with at least "Satisfactory" performance rating may be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered.
 - e. The grant of the PBB on a pro-rata basis shall only be applicable for the following valid reasons:
 - a. Newly hired employee
 - b. Retirement
 - c. Resignation





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- d. Rehabilitation Leave
 - e. Maternity Leave/Paternity Leave
 - f. Vacation or Sick leave with or without pay
 - g. Scholarship/Study Leave
 - h. Sabbatical Leave
 - i. Special Leave for Women (Magna Carta for Women)
 - j. Parental Leave (Solo Parent Welfare Act)
- f. An employee who is on vacation or sick leave with or without pay for the entire year shall not be eligible for the grant of PBB.
 - g. An official or employee who failed to submit the 2020 Statement of Assets, Liabilities and Net Worth (SALN) shall not be entitled to the PBB.
 - h. An official or employee who failed to liquidate all Cash Advances received in FY 2021 within the reglementary period shall not be entitled to the PBB.
 - i. An official or employee who failed to submit the OPCRIF/IPCRIF for the rating period of 2021-2022 on or before the deadline set by the HRMO shall not be entitled to the PBB.
3. Deadline for submission of accomplished PBB form 1.0 for Elementary and Secondary **not later than February 21, 2023 (Tuesday)** thru the following link:

Level	Google Form Link
Elementary	https://bit.ly/ELEMPBBF1
Secondary	https://bit.ly/SECPBBF1

4. To ensure the complete list of eligible school-based personnel, Administrative Officers assigned to elementary are requested to review and consolidate the said report. Consolidated reports should be submitted **on or before Thursday, February 23, 2023**.
5. Non-submission of the said report on the deadline will mean no PBB for all the personnel in the school. **NO EXTENSION PLEASE.**
6. For immediate and strict compliance.

