



DepEd - Division of Catanduanes
RECORDS SECTION

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BY: Jmm No: 372

DATE: 25 APR 2024 TIME: 4:14

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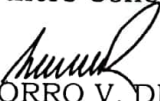
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-PER-UM-04-24-2024/mb1

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Section Heads
Public Schools District Supervisors/In-Charge of the Districts
All Elementary and Secondary School Heads
Administrative Officers
All Others Concerned

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

SUBJECT : **PREPARATION AND SUBMISSION OF THE FY 2022
PERFORMANCE-BASED BONUS (PBB) FORM 1.0**

DATE : April 24, 2024

1. In light of the Department's eligibility for the grant of the FY 2022 PBB relative to the Memorandum DM-OUHROD-2024-0736, dated April 18, 2024 titled "*Final Validation Results for the FY 2022 Performance-Based Bonus (PBB) and Preparation of Form 1.0*", all School Heads are hereby directed to prepare and submit the Form 1.0 **on or before 30 April 2024 (Tuesday)**.
2. To ensure the efficient compliance and submission of Form 1.0, this Office reiterates the following:
 - i. The FY 2022 PBB Form 1.0 shall be grouped by the following levels:
 - School Level – Elementary
 - School Level – Secondary
 - Schools Division Office
 - ii. Accomplish the following PBB Form 1.0 reports that can be downloaded through this link <https://tinyurl.com/PBB22F1>
 - List of Eligible Employees with corresponding PBB Amounts
 - List of entitled Pro-Rated Employees
 - List of Non-Eligible Employees indicating the reason(s) for school-based personnel (elementary and secondary)



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- iii. **The rating period for school-based personnel shall cover the period August 1, 2022 to July 31, 2023** as stipulated in DepEd Order No. 034, s. 2022, titled *School Calendar and Activities for the School Year 2022-2023*. SDO-based personnel **rating period covers January to December of FY 2022**.
 - iv. To be considered eligible to the FY 2022 PBB, personnel should meet the following requirements indicated in AO25 MC No. 2022-1:
 - Submitted the applicable RPMS Forms (IPCRF/OPCRF/CESPES Rating) with **at least "Very Satisfactory" rating** within the given reglementary period – SY 2022-2023
 - Submitted the Statement of Assets, Liabilities and Net Worth (SALN) for FY 2021
 - No unliquidated cash advance
 - Not found guilty of any administrative/criminal case by final executory judgment in FY 2022
 - Must have rendered **at least nine (9) months actual service** during the fiscal year excluding leave of absences with and without pay; those who **rendered less than nine (9) months but minimum of three (3) months of service shall be entitled to the PBB in a pro-rata basis** corresponding to the actual length of service rendered
 - v. Monthly Basic Salary Grades and Steps as of December 31, 2022.
 - vi. List of employees shall be in alphabetical order following this format: Full name, First Name, Middle Name (*e.g., Dela Cruz, Juan Dalisay*).
 - vii. For Secondary level, list of junior high school and senior high school personnel shall be included in one form.
 - viii. The soft copy (in Excel format) and scanned signed copies of the reports must be submitted and uploaded through the following link:
 - For Elementary: <https://bit.ly/ElemPBB22>
 - For Secondary: <https://bit.ly/SecPBB22>
3. For elementary, Administrative Officers shall consolidate the submitted Form 1.0 of their respective schools within the district. Deadline of submission of the consolidation report is **on May 1, 2024 (Wednesday)**.
 4. Likewise, all School-Based Personnel are reminded to submit the approved SY 2022-2023 OPCR/OPCRF, and SDO-based personnel are to submit CY 2023 IPCRF in one (1) copy to the Personnel Section on or before April 30, 2024 (Tuesday).



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5. There will be an Online Orientation for School Heads and Administrative Officers via MsTeams on the filling-out of PBB Form 1.0 relative to this memorandum on April 29, 2024 at 9:00 – 10:00 AM through this link <https://bit.ly/PBBOrientation22>
6. For information, guidance and immediate compliance.

MBL/Submission of FY 2022 PBB Form 1.0....
015 /April 24, 2024



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