



Republic of the Philippines
Department of Education



Region X
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts.,
City of Malaybalay
Telefax # 088-813-2894 or 221-4597

DIVISION MEMORANDUM

No. 76 2013

2013-03-152
Deped-MALAYBALAY CITY DIVISION
RELEASED

TO: Public Schools District Supervisors
Secondary School Principals
This Division

Date: 3/14/13 Time: 10:50AM
By: [Signature]

DATE: March 12, 2013

FROM: *[Signature]*
EDILBERTO L. OPLENARIA *pb*
OIC-Schools Division Superintendent

RE: **LIST OF EMPLOYEES ENTITLED TO PRODUCTIVITY INCENTIVE BONUS AND CLOTHING ALLOWANCE FOR CY 2013**

The Productivity Incentive Bonus and Clothing Allowance for 2013 is due for release this coming April 2013.

In this connection, All Districts and Secondary Schools are hereby instructed to submit list of teaching and non-teaching personnel in your respective offices with its (2) two consecutive Descriptive Performance Rating for SY 2011 – 2012 for teaching personnel and CY 2012 for Non-teaching personnel following the format below:

District/Secondary School:

No.	Name of Employee				Designation	First Day of Service as Permanent	PAST/PASSA/PASAG Descriptive Rating		Remarks
	Employee Number	Last Name	First Name	Middle Name			1 st Sem	2 nd Sem	

Submitted by:

School District Supervisor/ School Principal

Deadline of submission will be on March 20, 2013

For your guidance and compliance.