



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Hi-way Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>



Division Memorandum:
No. 056 s, 2015

026
ed-MALAYBALAY CITY DIVISION
RELEASED

re: MAR 03 2015 Time: 10:05 AM
[Signature]

To: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Schools Heads and Principals
This Division

FROM: [Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

DATE: February 27, 2015

**SUBJECT: LIST OF EMPLOYEES ENTITLED TO PRODUCTIVITY INCENTIVE
BONUS AND CLOTHING ALLOWANCE CY 2015**

1. The Productivity incentive Bonus and Clothing Allowance for CY 2015 are due for release this coming March and April 2015 respectively.
2. *In this connection, all District Officers and Secondary Schools are hereby instructed to submit List of Teaching and Non-Teaching Personnel in their respective offices with their two (2) consecutive Descriptive Performance rating for SY 2013-2014 for teaching personnel and CY 2014 for non-teaching personnel following the format below:*

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			1st sem.	2nd sem.	

3. Deadline for submission is on March 10, 2015.
4. For your guidance and compliance