

DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



March 18, 2013 *2013-03-216*

Deped-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

No. *DB4*

s. 2013

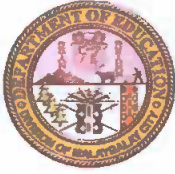
Date: *3/19/13* Time: *4:38PM*

By: *[Signature]*

COMPOSITION OF DIVISION PERFORMANCE REVIEW AND EVALUATION COMMITTEE (DPREC) FOR THE IMPLEMENTATION OF PERFORMANCE-BASED INCENTIVE SYSTEM (PBIS) THROUGH PERFORMANCE-BASED BONUS (PBB) AND DIVISION GRIEVANCE COMMITTEE TO THE GRANTING OF PBB

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals
Section Heads and Staff

1. The Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the national government beginning Fiscal Year (FY) 2012 based on the hereunder issuances.
 - Executive order No. 80, s. 2012 entitled *Directing the Adoption of a Performance-Based Incentive System (PBIS) for Government Employees* signed by President Benigno S. Aquino III on July 20, 2012
 - Memorandum Circular No. 2012-01 issued by the Inter-Agency Task Force (AO No. 25, s. 2011),
2. In view hereof, the Department of Education (DepEd) issued important directives, such as:
 - DepEd Memorandum No. 9, s. 2013 was issued on January 19, 2013 entitled *Creation of Task Force to Formulate and Finalize the Guidelines on PBB for the Department of Education (DepEd)*. As a result, the Task Force Resolution recommended the approval of the implementing guidelines of PBB to the Secretary.
 - DepEd Order No. 12, s. 2013 *re Guidelines on the Granting of PBB for the DepEd Employees and Officials* was issued by the Secretary directing widest dissemination of and strict compliance with this Order.
 - Division Memorandum No. 081, s. 2013 *re Implementation of the Guidelines on the Granting of PBB for the DepEd Employees and Officials*
3. In adherence thereof, this Office hereby creates two (2) important committees as stipulated in the afore-mentioned Guidelines namely: Division Performance Review and Evaluation Committee (DPREC) and Division Grievance Committee.



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3.1. Division Performance Review and Evaluation Committee (DPREC)

Based on Item 6 of the Guidelines in order to implement effectively the PBIS, this Office hereby creates the **DPREC** to lead and oversee the PBB implementation.

Chairman	Letecia N. Palle EPS-Designate in Math
Members: Division Planning Officer	Paul John P. Arias Planning Officer II
Accountant	Rhysa Cyle C. Rosalejos, CPA Accountant II
Education Program Supervisor	Luis Alajar, Jr. EPS-Designate in TLE
Principals' Representative (Elementary: PESPA)	Jesus Muring Principal II/President, PESPA
Principals' Representative (Secondary: NAPSSHI)	Pariso L. Orong Secondary School Principal IV/ President, NAPSSHI
PTA Division Federation Representative	Richard Macas President, Division Federation Representative
Secretariat: Administrative Office	Jutchel L. Nayra, DPA Administrative Officer V

Further, the DPREC shall perform the following responsibilities:

- Implement the performance review and evaluation guidelines stipulated in the issuance;
- Ensure reliability, completeness, and correctness of data to be used as bases for performance review and evaluation;
- Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns; and,
- Ensure that PBB is implemented before the opening of the School Year 2013-2014.

3.2. Division Grievance Committee

In consonance to the Guidelines (Item 36), this Office also creates the Division Grievance Committee to respond to complaints, issues and concerns related to the granting of PBB. The Committee shall compose of the following:

Chairman	Edilberto L. Oplenaria OIC, Schools Division Superintendent
Members: HRMO	Novem A. Sescon HRMO I



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Education Program Supervisor	Josie Zamora <i>EPS-Designate in English</i>
Accountant	Rhysa Cyle C. Rosalejos, CPA <i>Accountant II</i>
PESPA Representative	Jesus Muring <i>Principal II/ President, PESPA</i>
NAPSSHI Representative	Pariso L. Orong <i>Secondary School Principal IV/ President, NAPSSHI</i>

All complaints filed before the Division Grievance Committee shall be acted upon within 15 days upon receipt of the committee secretariat. All decisions of the Grievance Committee are considered final and executory.

- In view hereof, the DPREC shall convene on **March 25, 2013**, to start at **8:30AM** to be held at **Division Conference Hall** en banc to agree on basics in performance review and evaluation particularly on timelines. The PREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation.
- Further, the DPREC shall prepare the list of schools and its employees within the Division based on the instructions stipulated in these guidelines. It shall contain the names and the corresponding amount of PBB that all employees in the school will receive on or before March 27, 2013 (Item 32 of the Guidelines).
- In addition, an Individual Performance Review and Evaluation (Item 23 of the Guidelines) shall be undertaken to determine which among the employees in each unit will fall under best, better, and good.
- Please download own copy of Division Memorandum No. 081, s. 2013 *re Implementation of the Guidelines on the Granting of PBB for the DepEd Employees and Officials* and bring it during the meeting.
- This Order shall take effect immediately unless revoked.
- For strict compliance.


EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

Encl.:

As stated

Copy furnished:

Records Section

To be posted in the Division Website