

Department of Education
 Region X-Northern Mindanao
 DIVISION OF MALAYBALAY CITY
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March 6, 2014

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 DEPED MALAYBALAY CITY DIVISION
 RELEASED

DIVISION MEMORANDUM
 NO. 85, s. 2014

Date: 3-07-14 Time: 9:13am
 By: [Signature]

TO: All District Supervisors
 All Elementary/Secondary School Heads
 This Division

SUBJECT: LIST OF EMPLOYEES ENTITLED TO PRODUCTIVITY INCENTIVE BONUS AND CLOTHING ALLOWANCE CY 2014

1. The Productivity Incentive Bonus and Clothing Allowance for CY 2014 are due for release this coming March and April 2014, respectively.
2. In this connection, all District Offices 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 2012-13 for teaching personnel and CY 2013 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			1 st Sem	2 nd Sem	

Submitted by: _____
 PSDS/Principal

3. Deadline of submission is on March 14, 2014.
4. For your guidance and compliance.

[Signature]
EDILBERTO L. OPLENARIA
 OIC, Schools Division Superintendent