



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

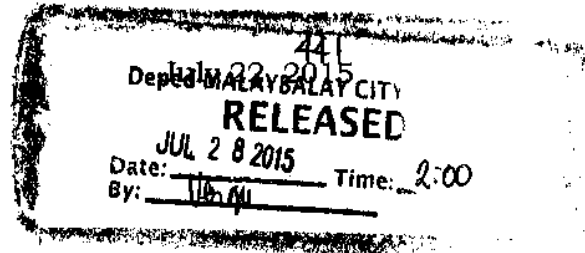
Sayre Highway, Purok 6, Casisang, Malaybalay City

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



DIVISION MEMORANDUM

No. 258 s. 2015



DESIGNATION OF THE DIVISION PERFORMANCE REVIEW AND EVALUATION COMMITTEE FOR THE IMPLEMENTATION OF PERFORMANCE-BASED BONUS PURSUANT TO DEPED ORDER NO. 30, S. 2015

TO : Chief Education Supervisors and Staff, SGOD and CID
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned

FROM : *[Signature]* **EDILBERTO L. OPLENARIA, CESO VI**
Schools Division Superintendent

1. Pursuant to the herein DepEd Order No. 30, s. 2015 *re: Guidelines on the Granting of Performance-based Bonus for the Department of Education Employees and Officials for Fiscal Year 2014*, this Office hereby creates the Division Performance Review and Evaluation Committee (DPREC) and Division Grievance Committee, to wit:

1.1. DPREC

Chairman

Lorenzo O. Capacio, Ed.D
Chief Education Supervisor, SGOD

Members:

Planning Officer

Novem A. Sescon
Planning Officer III

Accountant

Rhysa Cyle C. Rosalejos, CPA
Accountant III

Administrative Officer

Jutchel L. Nayra, DPA
Administrative Officer V

Education Program Supervisor I

Rosie A. Salupado
EPS in SGOD

Principals' Representative
(Elementary: PESPA)

Teofilo L. Ontoy, Jr.
Principal II/President, PESPA



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Representative from the teacher association for elementary Cosjulita K. Olarte
President, Division Public Schools Teacher's Association

Observer:
PTA Division Federation Representative Rhogene S. Sagayoc

Secretariat:
Administrative Office Guia Ma. G. Gamutin
Administrative Officer IV (Personnel)
Florabelle R. Porras
Administrative Officer IV (Records)

As reiterated in the same Order, the functions and responsibilities of the PRECs shall include the following:

- a. Based on the involvement in basic education, select the DepEd-recognized CSO, which will act as observed in all PREC meetings and discussions;
- b. Conduct orientation and information dissemination activities especially on the rationale, criteria and process of the granting of PBB;
- c. Immediately convene *en banc* to agree on the basics in performance review and evaluation particularly on the process and timelines. Each PREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation;
- d. Implement the performance review and evaluation as stipulated in this Order;
- e. Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;
- f. Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PBB Task Force;
- g. Ensure that PBB is implemented before the end of fiscal year 2014; and,
- h. Set-up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.



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1.2. Division Grievance Committee

Chairman	Edilberto L. Oplenaria, CESO VI <i>Schools Division Superintendent</i>
Members:	
Legal Officer	Atty. Ophelia Pilar Rubio-Zamora <i>Attorney III</i>
HRMO	Guia Ma. G. Gamutin <i>Administrative Officer IV</i>
Education Program Supervisor	Rosie A. Salupado <i>EPS in SGOD</i>
Accountant	Rhysa Cyle C. Rosalejos, CPA <i>Accountant III</i>
PESPA Representative	Teofilo L. Ontoy, Jr. <i>Principal II/President, PESPA</i>

The functions and responsibilities of the Division Grievance Committee, to wit:

- Respond to complaints, issues and concerns related to the granting of PBB;
- All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executory.

2. This Order shall take effect immediately unless revoked.

3. For strict compliance.

Encl.:
As stated

Copy furnished:
Records Section
AO file

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education

14 JUL 2015

DepEd ORDER
No. **30**, s. 2015

**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FOR THE DEPARTMENT OF EDUCATION (DEPED)
EMPLOYEES AND OFFICIALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers, and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
Chiefs of Divisions
All Others Concerned

1. The Department of Education (DepEd) hereby issues the enclosed **Guidelines on the Grant of Performance-Based Bonus (PBB) for the DepEd Employees and Officials for Fiscal Year (FY) 2014**, which aims to establish a set of guidelines that provides for systematic and evidence-based mechanisms, procedures, and criteria for the granting of PBB in DepEd.
2. On December 21, 2011, the President issued Administrative Order (AO) No. 25 creating an Inter-Agency Task Force (IATF) on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems, which seeks to rationalize, harmonize, streamline, simplify, and unify the efforts of all of the agencies towards the realization of the commitments in the Philippine Development Plan (PDP) 2011-2016 and the Administration's five Key Results Areas (KRAs) under Executive Order (EO) No. 43. AO 25, establishes a unified and integrated Results-Based Performance Management System (RPMS) across all departments and agencies within the Executive Branch incorporating a common set of performance scorecard to serve a single source of information on the status of government performance.
3. On July 20, 2012, the President issued the EO 80 directing the adoption of the Performance-Based Incentive System (PBIS) for Government Employees. EO 80 is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.
4. The PBIS consists of the Productivity Enhancement Incentive (PEI) and the top-up Performance-Based Bonus (PBB). The PBB shall be given to all government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments.

5. To be eligible for PBB, the performance of each agency shall be measured using verifiable and credible indicators based on the pillars of RPMS:

- a. Department's/Agency's Major Final Outputs (MFOs) and Performance Targets (PT) as specified in the Organizational Performance Indicators Framework (OPIF) and consistent with the targets reflected in the approved Office of the President (OP) Form 1-Planning Tool and the 2014 Approved Budget;
- b. Department's/Agency's commitments to the President which are supportive of the priorities under EO 43; and
- c. Good governance conditions based on the performance drivers of RPMS; namely: (i) financial stewardship, (ii) process efficiency, and (iii) leadership, learning, and growth.

6. Once the agency acquires eligibility to PBB, the delivery units and personnel shall be evaluated according to their performance in the achievement of the agency's performance targets.

7. DepEd Memorandum No. 200, s. 2013 reconstituted the composition of a Task Force that will oversee the implementation of this Order.

8. All DepEd Orders and other previous issuances which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.

9. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

References:

DepEd Order Nos.: 12, s. 2013 and 33, s. 2014

DepEd Memorandum No. 200, s. 2013

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
FUNDS
EMPLOYEES
LEGISLATIONS
OFFICIALS
PERFORMANCE
POLICY
RATING
RULES AND REGULATIONS
TEACHERS

GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR DEPED EMPLOYEES AND OFFICIALS FOR FISCAL YEAR 2014

I. Rationale

1. Executive Order (EO) No. 80, s. 2012 directs the adoption of the Performance-Based Incentive System (PBIS) for government employees, consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB). It is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

2. The granting of the PBB in DepEd aims to motivate higher performance and greater accountability and to ensure the achievement of education targets and commitments under the five (5) Key Result Areas (KRAs) laid down in EO No. 43, s. 2011 and the Philippine Development Plan (PDP) 2011-2016. It ultimately seeks to give monetary incentive to each personnel based on his/her performance in achieving the expected outputs of his/her function.

3. In view of the above, this Order aims to establish a PBB system by which the performance of delivery units and personnel within DepEd are assessed based on verifiable and credible indicators.

II. Scope of Policy

4. This DepEd Order provides for the fiscal year (FY) 2014 implementation of PBB in all DepEd schools and offices from the central level down to the schools division level. Each of the attached agencies shall be treated as separate entities. They shall set guidelines on the implementation of PBB in their respective agencies for approval of the DepEd Secretary as recommended by the PBB Task Force. In effect, attached agencies shall conduct the ranking of delivery units and personnel within the agency to be submitted to DepEd for evaluation, consolidation, approval and subsequent transmittal to the Inter-Agency Task Force (IATF).

III. Definition of Terms

5. For purposes of this Order, the following terms are defined/understood as follows:

- a. **Performance-Based Incentive System (PBIS)** is a new system of incentives for government employees, which was introduced in FY 2012 through EO No. 80. The PBIS consists of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB).
- b. **Productivity Enhancement Incentive (PEI)** is the across-the-board bonus equivalent to either Php5,000 or one (1) month basic salary, which shall be granted to government personnel of the agencies which meet the conditions stipulated in EO No. 181, s. 2015.
- c. **Performance-Based Bonus (PBB)** is a top-up bonus that ranges from Php5,000 to Php35,000, which shall be given to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.

- d. **Major Final Output (MFO)** is a good or service that a department or agency is mandated to deliver to external clients through the implementation of programs, projects and activities.
- e. **Support to Operations (STO)** refers to the activities that provide technical and substantive support to the operations and projects of the department or agency.
- f. **General Administration and Support Services (GASS)** refers to the activities dealing with the provision of overall administrative management support to the entire operation of the department or agency. It includes activities such as general management and supervision, legislative liaison services, human resource development, and financial and administrative services.
- g. **Attached Agencies** refer to agencies attached to a specific department or agency, which contribute to its overall mandate but have fiscal and administrative autonomy. Attached agencies of DepEd are the following:
 - Early Child Care and Development (ECCD) Council;
 - National Book Development Board (NBDB);
 - National Council for Children's Television (NCCT);
 - National Museum; and
 - Philippine High School for the Arts (PHSA).
- h. **Delivery Unit** refers to the bureaus/services/centers/offices of the Central Office (CO), the Regional Offices (ROs), the Schools Division Offices (SDOs) and the schools.
- i. **Ranking** refers to the process by which the performance category of delivery units and personnel is determined based on the conduct of performance review and evaluation as stipulated in this Order.

IV. Policy Statement

6. The DepEd hereby establishes the set of guidelines on the granting of PBB to its employees and officials for FY 2014. Once DepEd, as an agency, qualifies or acquires eligibility for the FY 2014 PBB based on the criteria stipulated under Memorandum Circular (MC) Nos. 2014-01, 2014-02 and 2014-03 of the IATF, the delivery units and personnel within the agency shall be ranked. The ranking shall determine performance category and level of PBB that each personnel shall receive.

Specifically, DepEd shall adopt two ranking strategies to measure performance: (a) two-step ranking in DepEd's division, regional and central levels, wherein delivery units and personnel within these units shall be forced ranked based on the criteria specified in this Order; and (b) group ranking for schools, wherein the amount of PBB of the school personnel shall be determined by the performance category of the school.

A. Agency Eligibility

7. To be eligible for the PBB, DepEd, as an agency, must satisfy the following criteria and conditions:

- a. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of MFOs under the Performance Informed Budget (PIB) in the FY 2014 Government Appropriations Act (GAA) and Office of

the President (OP) Planning Tool, and the targets for STO and GASS for FY 2014;

- b. Achieve at least 90% of each one of the priority program/project targets for FY 2014 agreed with the President under the five KRAs of EO No. 43; and
- c. Satisfy 100% of the good governance conditions set by the IATF for FY 2014, to wit:
 - o Maintain/update the Agency Transparency Seal as mandated in Section 91 of the GAA of FY 2014 (or RA 10352);
 - o Maintain/update the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) per RA 9184;
 - o Maintain/update the Citizen's Charter or its equivalent Service Charter, completing the reflection of three improvements in the front line services as mandated by RA 9485 and post the same in the official agency website; and
 - o Compliance with submission and review of the Statement of Assets, Liabilities and Net Worth (SALN) of officials and employees under RA 6713.

DepEd shall submit Forms A, A1 and B containing the Department's accomplishments of the FY 2014 Congress-approved/GAA performance targets for the delivery of MFOs, the STO and GASS targets, and the priority program/project targets under the five KRAs of EO No. 43.

The Secretary shall certify compliance of the Department, including its attached agencies, with the FY 2014 PhilGEPS posting and FY 2013 SALN filing. Hence, attached agencies and ROs, including all its SDOs and schools, shall be required to submit their respective certificates of compliance (COC) to the CO. The condition on the Agency Transparency Seal and Citizen's Charter shall no longer require the submission of the COC since the concerned oversight agencies shall be conducting random validation.

PhilGEPS, through the URL www.philgeps.gov.ph, developed a system where procuring entities (i.e., CO, RO, SDO, schools, and attached agencies) can directly generate/download two (2) types of certificate of compliance (COC): i) Certificate of Compliance with PhilGEPS Posting for agencies (or procuring entities) with posted bid opportunities with an Approved Budget for the Contract (ABC) of above PhP500,000.00; and ii) Certificate of No PhilGEPS Posting for agencies (or procuring entities) with no posted bid opportunities with an ABC of above PhP500,000.00. Procuring entities shall update the status of bid activities (i.e., ITBs, REIs and RFQs) as either "No Results" or "Awarded without NTP" (i.e., "Failed", "Cancelled", "Ongoing Evaluation", "Ongoing Post Qualification", "For Signature of the HOPE/BAC", etc).

For FY 2013 SALN compliance, the Department shall submit the COC including supporting document containing the following information: i) names of employees and officials who filed their SALN; ii) their positions/designations; and iii) their salary grades. The template of the COC with SALN filing can be found in Annex 1. This condition is in accordance with the RA 6713, otherwise known as *Code of Conduct and Ethical Standards for Public Officials and Employees*, which states that

SALN must be filed: i) within thirty (30) days after assumption of the office; ii) on or before April 30 of every year thereafter; and iii) within thirty (30) days after separation from the service. Failure of an official or employee to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties: i) 1st offence – suspension for one (1) month and one (1) day to six (6) months; and ii) 2nd offense – dismissal from the service. In relation to grant of FY 2014 PBB, all officials and employees who failed to submit and file the FY 2013 SALN shall not be entitled to the bonus, except for the officials and employees who were appointed after April 30, 2014.

Details and procedures for accomplishing the COCs are specified in IATF Memorandum Circular No. 2014-01 and 2014-02, which can be downloaded from the official DepEd website through the URL <http://www.deped.gov.ph/others>. Deadlines and procedures of submission of the said COCs to the CO shall be specified through the dissemination of relevant memoranda.

8. Inability to meet any of these pre-conditions shall render ineligibility for FY 2014 PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the department may also be a ground for disqualification to the PBB, upon proper determination and due process.

9. To be eligible for a higher percentage distribution in the ranking of delivery units as specified in provision nos. 16 and 17(i), DepEd must achieve at least 90% of each one of the additional targets of the Secretary as reflected in the OP Planning Tool Form 1, in addition to the criteria in provision no. 7 of this Order.

10. The PBB Task Force, through the PBB Secretariat, shall be responsible for the preparation, consolidation, validation, reporting and monitoring of the Department's eligibility and for ensuring that the results of the forced ranking of delivery units and personnel are aligned with this Order.

B. Coverage

11. Delivery units in various levels of DepEd are identified and specified below.

- a. **Central level.** The Office of the Secretary (OSEC)¹, Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), Bureau of Alternative Learning System (BALS)², National Educational Testing and Research Center (NETRC), National Science Teaching Instrumentation Center (NSTIC), School Health and Nutrition Center (SHNC), Administrative Service (AS), Financial and Management Service (FMS), Human Resource Development Service (HRDS), Internal Audit Service (IAS), Office of Planning Service (OPS), Procurement Service (PS), Technical Service (TS), National Educators Academy of the Philippines (NEAP), Educational Development Project Implementing Task Force (EDPITAF), and Baguio Teachers Camp (BTC) shall be treated as separate delivery units.
- b. **Regional level.** All sixteen (16) regional offices³ shall be treated as separate delivery units.
- c. **Division level.** All SDOs of the sixteen (16) regions which have operated and completed at least one (1) fiscal year as of December 31, 2014 and

¹ Including National Council for Children's Television (NCCT)

² Including Literacy Coordinating Council (LCC)

³ Excluding ARMM

are included in the FY 2014 General Appropriations Act (GAA) shall be treated as separate delivery units. All SDOs which have operated for less than one (1) fiscal year as of the cut-off date and which are not included in the 2014 GAA shall be included in the mother division. The list of SDOs is shown in Annex 2.

- d. **School level.** All elementary and secondary schools of the sixteen (16) regions which have school ID, and have operated and completed at least one (1) school year as of March 27, 2015⁴ shall be treated as separate delivery units. Annex and extension schools, which do not have school ID as of the start of SY 2014-2015, shall be included in the mother schools.

12. All officials and employees in the Department holding regular plantilla positions, casual and contractual employees having an employer-employee relationship with the Department are qualified for PBB. The following shall be observed in determining eligibility of the individual.

- a. Personnel who have rendered at least nine (9) months of service for the year ending March 27, 2015 for teaching personnel including ALS/mobile teachers, and for the year ending December 31, 2014 for non-teaching personnel in the schools, SDOs, ROs and CO shall be entitled to the full amount of PBB as determined by the performance review and evaluation.
- b. Employees who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of PBB on a pro-rata basis. Pro-rating shall be applied to the following cases:
 - Being a newly hired employee
 - Retirement
 - Resignation
 - Rehabilitation Leave
 - Maternity Leave
 - Vacation or Sick Leave with or without pay
 - Scholarship/Study Leave
 - Sabbatical Leave

An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.

Table 1 below shall serve as basis for the pro-rated amount:

Table 1: Criteria for Pro-rating

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- c. Employees belonging to the First and Second level and other officials not covered by Career Executive Service Performance Evaluation System (CESPES) should receive a rating of at least "Satisfactory" under the applicable assessment tool (i.e., PASAG, PAST, etc.). Employees who do

⁴ Based on the official school calendar for the SY 2014-2015 per DepEd Order No. 18, series 2014

not have performance rating and/or receive an “Unsatisfactory” or “Poor” rating in any rating period within FY 2014 shall not be entitled to FY 2014 PBB. Employees who are entitled to the PBB on a pro-rata basis should have at least one rating of at least “Satisfactory” performance.

Meanwhile, CESO Officials belonging to the Third Level, including those designated in an Acting or Officer-In-Charge (OIC) capacity⁵, should receive a rating of at least “Very Satisfactory” under the CESPES. Payment of the PBB to Third Level officials shall be contingent on the results of the CESPES.

- d. Teaching personnel on detail, reassigned or transferred to another school or delivery unit for six (6) months or more as of February 28, 2015 shall be included in the list of eligible employees in the recipient school or delivery unit that rated his/her performance. Non-teaching personnel on detail, reassigned or transferred to another delivery unit for six (6) months or more as of November 30, 2014 shall be included in the list of eligible employees in the recipient delivery unit that rated his/her performance. Personnel on detail to another delivery unit for less than six (6) months as of the cited dates shall be included in the former delivery unit.
- e. Personnel found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2014 shall not be entitled to the FY 2014 PBB, notwithstanding the pendency of an appeal. If the penalty meted out is only a reprimand, such penalty shall not disqualify the employee concerned to the grant of PBB. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated which should be within FY 2014.

13. Individual forced ranking of officials and employees shall apply to division, regional, and central levels. Personnel of the district offices and ALS/mobile teachers shall be included in the list of eligible employees in the SDO.

C. Performance Review and Evaluation of Delivery Units

14. For each organization level, specific performance indicators are identified based on the revised Organizational Performance Indicator Framework (OPIF) and MFOs in determining the performance category for the delivery units.

15. A separate ranking shall be conducted for each organization level, to wit:

- a. School Level
- b. Division Level
- c. Regional Level
- d. Central Level

16. Except for schools, delivery units shall be ranked according to the following performance categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

⁵ Pursuant to Career Executive Service Board (CESB) Resolution No. 1093

However, if the Department meets at least 90% of each one of the FY 2014 targets of the Secretary for activities/strategies other than those specified in provision no. 7 of this Order, delivery units shall be ranked according to the following performance categories:

Ranking	Performance Category
Top 15%	Best Delivery Unit
Next 30%	Better Delivery Unit
Next 55%	Good Delivery Unit

17. School level ranking

- a. Using the same set of performance indicators as identified in this Order, school level ranking shall be classified based on level such that a separate ranking be conducted for elementary and secondary levels. All elementary schools shall be ranked within each schools division, and all secondary schools shall be ranked within each region.
- b. Further classification of schools shall be applied in each level (elementary and secondary) based on school size such that a separate ranking be conducted for schools with the number of existing teachers (warm-bodies) as of March 27, 2014 specified in Table 2 below:

Table 2: Criteria on the Classification of Schools

Elementary	Secondary
<p>NCR:</p> <p>Small – 29 and below</p> <p>Medium – 30 to 59</p> <p>Large – 60 and above</p> <p>Non-NCR:</p> <p>Small – 9 and below</p> <p>Medium – 10 to 29</p> <p>Large – 30 and above</p>	<p>NCR:</p> <p>Small – 25 and below</p> <p>Medium – 26 to 99</p> <p>Large – 100 and above</p> <p>Non-NCR:</p> <p>Small – 9 and below</p> <p>Medium – 10 to 25</p> <p>Large – 26 and above</p>

- c. Using the same set of performance indicators as identified in this Order, a separate ranking shall be conducted for Regional Science High Schools (RSHS). The sixteen (16) RSHSs shall be ranked nationally. No further classification based on school size shall be applied.
- d. All schools shall be measured and ranked based on the following indicators:
 - % of learners who scored average and better in NAT⁶ or its equivalent in SY 2013-14;
 - Simple dropout rate⁷ in SY 2013-14; and
 - % of liquidation of school MOOE from January 1 to December 31, 2014 and timeliness of submission of liquidation reports as of the 5th working day of the succeeding month.

⁶ Based on the quartile distribution in overall test as computed by the National Education Testing and Research Center (NETRC)

⁷ As defined in the National Statistical Coordination Board (NSCB) – Inter-Agency Committee on Education Statistics (IACES)

Glossary of Commonly Used Terms in Education Statistics, dropout rate is the percentage of students who leave school during the year for any reason, as well as those who complete the previous grade/year level but fail to enrol in the next grade/year level the following school year, to the total number of students enrolled during the previous school year.

- e. Additional points shall be given to schools which have shown improvements compared to the previous year's performance in the percentage of learners who scored average and better in NAT or its equivalent in SY 2013-14 and the simple dropout rate in SY 2013-14.
- f. Schools which have demonstrated exceptional performance in terms of initiative, innovation, leadership, creativity, recognition, and uniqueness shall receive a plus point on top their total score from the above cited indicators. The following criteria shall be observed.
 - o The school is awarded as Best Implementor of Brigada Eskwela in the national level in SY 2013-14. Annex 3 enumerates the Best Implementing Schools of Brigada Eskwela in SY 2013-14.
 - o The school is a recipient of national awards/recognitions in SY 2013-14 from award-giving bodies duly recognized by DepEd.
- g. The computation of points for each indicator, as well as the plus factor, is specified in Table 3 below:

Table 3: Point System for the School Level

Performance Indicators	Maximum Points⁸	Determination of Points
<p>% of learners who scored average and better in NAT or its equivalent in SY 2013-14</p> <p><i>For elementary, in the absence of NAT G6, use NAT G3 or the School Readiness Year-End Assessment (SReYA) or the general average of pupils in the highest grade level offering, in that order.</i></p> <p><i>For secondary, in the absence of NAT Y4, use NCAE-GSA or the general average of students in the highest year level offering, in that order.</i></p>	35	<p><i>80% and above = 35 points, regardless of the improvement from the previous year</i></p> <p><i>If below 80%, the score will be computed as:</i></p> <p><i>[%SY2013-14 x 35] plus additional points</i></p> <p><i>Additional points will be computed as:</i></p> <ul style="list-style-type: none"> - <i>Each % increase from the previous year will be given an equivalent additional point, for a maximum of 10 points. However, a decline in the % will not be given any deduction in points.</i> <p><i>Example:</i> SY 2012-13 = 65% SY 2013-14 = 70% Improvement = 5% <i>(0.70 x 35) + 5 = 29.5 points</i></p>
Simple Dropout Rate in SY 2013-14	35	<p><i>1% and below = 35 points, regardless of the reduction in dropout rate from the previous year</i></p> <p><i>Between 1% and 10%, the score will be computed as:</i></p> <p><i>(((10 - %)/10) x 35) plus additional points</i></p> <p><i>Using the formula, dropout rate greater than or equal to 10% will be given 0 points, however, schools can still get additional points.</i></p> <p><i>Additional points will be computed as:</i></p> <ul style="list-style-type: none"> - <i>Each % decrease from the previous year</i>

⁸ Including additional points

		<p>will be given an equivalent additional point, for a maximum of 10 points. However, an increase in dropout rate will not be given any deduction in points.</p> <p>Example: SY 2012-13 = 5% SY 2013-14 = 3% Improvement = 2%</p> <p>$(((10-3)/10) \times 35) + 2 = 26.5 \text{ points}$</p>
<p>% of liquidation of school MOOE from January 1 to December 31, 2014 and timeliness of monthly submission as of the 5th working day of the succeeding month</p> <p><i>For schools with no MOOE due to failure in liquidating MOOE in the previous year = 0 points</i></p> <p><i>For newly established schools with yet no allocation of MOOE, use the liquidation data of LGU-funds (certification from LGU required)</i></p> <p><i>For school annexes and extensions with MOOE attached to the mother school, use the liquidation data of the mother school</i></p>	30	<p>The distribution of points in this indicator will be:</p> <p>% Liquidation of MOOE = 20 pts Timeliness = 10 pts</p> <p>The score will be computed as:</p> <p>% liquidation below 90% will automatically be given 0 points in this item. The points for % liquidation of MOOE will be computed by subtracting 90% from the % liquidation and multiplying the difference by 2. % liquidation will be computed based on the total amount of MOOE allocated to the school for the year 2014.</p> <p>The points assigned for timeliness will be computed by subtracting 2 points for every late submission from the 10 points assigned for this item. 5 or more months of late submission as of the 5th working day of the succeeding month will result to 0 points in this item.</p> <p>$[(\% \text{Liquidation} - 90) \times 2] + [10 - (2 \times \text{number of late submissions})]$</p> <p>Example: %Liquidation = 98.7 No. of late monthly submission = 1</p> <p>$[(98.7-90) \times 2] + [(10-(2 \times 1))] = 25.4 \text{ points}$</p>
Plus factor:	1	<p>Additional 1 point is given if the school achieved any of the two (2) criteria enumerated under provision no. 17(f) of this Order, for a maximum of 1 point. Point in the plus factor is on top of the total score from the above cited indicators.</p>

- h. The total accumulated scores from all the indicators and the plus factor shall be ranked from highest to lowest. Based on this ranking, the performance category of each school shall be determined. In case of a tie, schools with the same total scores will be ranked based on the following criteria, in this order, until the tie is broken:

- Percentage of learners who scored average and better in NAT or its equivalent in SY 2013-14 shall be the basis in determining the rank of the schools which have the same total scores
- Simple dropout rate in SY 2013-14
- Percentage liquidation of school MOOE from January 1 to December 31, 2014 (or whichever data used in this category)
- Timeliness of monthly submission of liquidation reports as of the 5th working day of the succeeding month
- Percentage increase from the previous year's percentage of learners who scored average or better in NAT or its equivalent; except that priority shall be given to school/s with current year's percentage of learners who scored average or better in NAT or its equivalent of 85% and above
- Percentage decrease from previous year's simple dropout rate; except that priority shall be given to school/s with current year's dropout rate of 1% and below

If after the above cited criteria have been considered and there is still a tie, all schools with equal total scores will be moved to the next performance category.

- i. There will be no individual forced ranking at the school level. Thus, the performance category of the school shall determine the amount of incentive that each employee will receive. An alternative categorization for schools as illustrated below shall be used.

Ranking	Performance Category	Incentive
Top 1.50%	Level 8	PhP35,000
Next 3.75%	Level 7	PhP25,000
Next 3.00%	Level 6	PhP20,000
Next 6.50%	Level 5	PhP15,000
Next 7.50%	Level 4	PhP13,500
Next 21.75%	Level 3	PhP10,000
Next 13.75%	Level 2	PhP7,000
Next 42.25%	Level 1	PhP5,000

However, if the Department meets at least 90% of each one of the FY 2014 targets of the Secretary for activities/strategies other than those specified in provision no. 7 of this Order, schools shall be ranked according to the following performance categories:

Ranking	Performance Category	Incentive
Top 2.25%	Level 8	PhP35,000
Next 4.50%	Level 7	PhP25,000
Next 4.50%	Level 6	PhP20,000
Next 5.50%	Level 5	PhP15,000
Next 9.00%	Level 4	PhP13,500
Next 22.00%	Level 3	PhP10,000
Next 16.50%	Level 2	PhP7,000
Next 35.75%	Level 1	PhP5,000

18. Division level ranking

- a. All SDOs shall be ranked nationally.

- b. Using the same set of performance indicators as identified in this Order, division level ranking shall be classified based on the size of the SDO such that a separate ranking be conducted for small, medium, large, and very large divisions. This classification of SDOs is based on the number of enrollees, teachers, schools, and districts. Annex 2 also shows the category by which each SDO belongs.
- c. All SDOs shall be measured and ranked based on the following indicators:
 - % of 5 year old children enrolled in Kindergarten in SY 2013-14, both Public and Private
 - % of 6-11 year old pupils enrolled in Elementary in SY 2013-14, both Public and Private
 - % of 12-15 year old students enrolled in Secondary in SY 2013-14, both Public and Private
 - % of elementary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2013-14
 - % of secondary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2013-14
 - Simple dropout rate in SY 2013-14, both Public and Private
 - % of school MOOE downloaded three (3) working days upon receipt of liquidation reports of schools
 - % of FY 2014 newly created teaching and non-teaching items with NOSCA filled up within three (3) months
 - % of excess teachers redeployed⁹ in SY 2013-14, including those hired by the Local School Board (LSB)
 - % of private schools submitting EBEIS data on or before August 28, 2014
 - % of applications for permit to operate/recognition¹⁰ processed and endorsed to the RO within the prescribed number of days of processing vis-a-vis the total number of private school applicants with complete documentary requirements in FY 2014
 - % of A&E passers over enrollees in SY 2013-14
- d. SDOs which have demonstrated exceptional performance in terms of initiative, innovation, and governance shall receive a plus point on top of their total score from the above-cited indicators. The following criteria shall be observed.
 - The SDO has at least 5% of its schools with Transfer Certificate of Title, Special Patent, Presidential Proclamation and/or Deed of Usufruct in the name of DepEd as of December 31, 2014.
 - The SDO has an Inter-Quartile Ratio (IQR)¹¹ for Teachers of at least 1.3 in SY 2013-14.
- e. The computation of points for each indicator, as well as the plus factor, is specified in Table 4 below:

⁹ Including transfer of plantilla items of excess teachers from one school to another

¹⁰ Pursuant to existing DepEd standards under DepEd Order No. 88, s. 2010 and prescribed number of days of processing pursuant to the Citizen's Charter under DepEd Order No. 342, s. 2009

¹¹ The Inter-Quartile Ratio (IQR) is a measure of proportion of a scarce resource (e.g., teachers) which is available to the most favored quartile of a recipient group (e.g., students) compared with the proportion available to the least favored quartile.

Table 4: Point System for Division Level

Performance Indicators	Maximum Points	Determination of Points
% of 5 year old children enrolled in Kindergarten in SY 2013-14, both Public and Private	10	<p>The points for this item will be computed by multiplying the Kindergarten NER by the maximum points, i.e.:</p> <p>Kindergarten NER x 10</p> <p>Example: Kindergarten NER = 95% $0.95 \times 10 = 9.5$ points</p>
% of 6-11 year old pupils enrolled in Elementary in SY 2013-14, both Public and Private	10	<p>The points for this item will be computed by multiplying the Elementary NER by the maximum points, i.e.:</p> <p>Elementary NER x 10</p> <p>Example: Elementary NER = 95% $0.95 \times 10 = 9.5$ points</p>
% of 12-15 year old students enrolled in Secondary in SY 2013-14, both Public and Private	10	<p>The points for this item will be computed by multiplying the Secondary NER by the maximum points, i.e.:</p> <p>Secondary NER x 10</p> <p>Example: Secondary NER = 95% $0.95 \times 10 = 9.5$ points</p>
% of elementary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2013-14	10	<p>The points for this item will be computed by multiplying the % of elementary schools, both public and private, with improvements in the % of learners who scored average or better in NAT or its equivalent by the maximum number of points, i.e.:</p> <p>%ES x 10</p> <p>Example: %ES = 90% $0.90 \times 10 = 9$ points</p>
% of secondary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2013-14	10	<p>The points for this item will be computed by multiplying the % of secondary schools, both public and private, with improvements in the % of learners who scored average or better in NAT or its equivalent by the maximum number of points, i.e.:</p> <p>%SS x 10</p> <p>Example: %SS = 90% $0.90 \times 10 = 9$ points</p>
Simple dropout rate in SY 2013-14, both Public	10	<p>1% and below = 10 points 10% and above = 0 points</p>

and Private		<p><i>Between 1% and 10%, the score will be computed as:</i></p> <p>10 - %Dropout</p> <p><i>Example:</i> %Dropout = 2.5% 10-2.5 = 7.5 points</p>
% of school MOOE downloaded three (3) working days upon receipt of liquidation reports of schools	10	<p><i>The points for this item will be computed by multiplying the % of school MOOE downloaded 3 working days upon receipt of liquidation reports of schools by the maximum number of points, i.e.:</i></p> <p>%DownloadedMOOE x 10</p> <p><i>However, % of school MOOE downloaded on time below 90% will automatically be given 0 points.</i></p> <p><i>Example:</i> %DownloadedMOOE = 95% 0.95 x 10 = 9.5 points</p>
% of FY 2014 newly created teaching and non-teaching items with NOSCA filled up within 3 months	10	<p><i>The points for this item will be computed by multiplying the percentage of FY 2014 created teaching and non-teaching items filled up within 3 months of the issuance of its NOSCA by the maximum number of points, i.e.:</i></p> <p>%Filled x 10</p> <p><i>Example:</i> %Filled = 90% 0.90 x 10 = 9 points</p>
% of excess teachers re-deployed in SY 2013-14, including those hired by the Local School Board (LSB)	5	<p><i>The points for this item will be computed by multiplying the percentage of excess teachers re-deployed in SY 2013-14, including LSB-hired teachers by the maximum number of points, i.e.:</i></p> <p>%Deployed x 5</p> <p><i>Example:</i> %Deployed = 90% 0.90 x 5 = 4.5 points</p>
% of private schools submitting EBEIS data on or before August 28, 2014	5	<p><i>The points for this item will be computed by multiplying the % of private schools submitting EBEIS data on or before August 28, 2014 by the maximum number of points, i.e.:</i></p> <p>%PrivateSchools x 5</p> <p><i>Example:</i> %PrivateSchools = 90% 0.90 x 5 = 4.5 points</p>

% of applications for permit to operate/ recognition processed and endorsed to the RO within the prescribed number of days of processing vis-a-vis the total number of private school applicants with complete documentary requirements in FY 2014	5	<p>The points for this item will be computed by multiplying the % of applications for permit to operate/recognition processed and endorsed to the RO within the prescribed number of days of processing vis-a-vis the total number of private school applicants with complete documentary requirements in FY 2014 by the maximum number of points, i.e.:</p> <p>%Endorsed x 5</p> <p>Example: %Endorsed = 90% $0.90 \times 5 = 4.5$ points</p>
% of A&E passers over enrollees in SY 2013-14	5	<p>The points for this item will be computed by multiplying the % of A&E passers over enrollees in SY 2013-14 by the maximum number of points, i.e.:</p> <p>%A&Epassers x 5</p> <p>Example: %A&E passers = 90% $0.90 \times 5 = 4.5$ points</p>
Plus factor:	1	<p>Additional 1 point is given if the schools division achieved any of the two (2) criteria enumerated under provision no. 18(d) of this Order, for a maximum of 1 point. Point in the plus factor is on top of the total score of the above cited indicators.</p>

- f. The total accumulated scores from all the indicators and the plus factor shall be ranked from highest to lowest. Based on this ranking, the performance category of each schools division shall be determined using the distribution as specified in provision no. 16 of this Order.

19. Regional level ranking

- a. All regions shall be ranked nationally.
- b. All regions shall be measured and ranked based on the following indicators:
 - % accomplishment/utilization vis-a-vis the Annual Work and Financial Plan (AWFP) (based on obligations as of December 31, 2014)
 - Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to the Planning Office
 - % liquidation of cash advances from January 1 to December 31, 2014
 - % of SDOs within the region categorized as Best and Better
 - % of private schools with permit to operate or which acquired recognition to total number of private schools as of February 2015
 - % of applications for permit to operate/recognition¹² processed and approved within the prescribed number of days of processing vis-a-vis

¹² Pursuant to existing DepEd standards under DepEd Order No. 88, s. 2010 and prescribed number of days of processing pursuant to the Citizen's Charter under DepEd Order No. 342, s. 2009

the total number of private school applicants endorsed by the schools divisions in FY 2014

c. The computation of points for each indicator is specified in Table 5 below:

Table 5: Point System for Regional Level

Performance Indicators	Maximum Points	Determination of Points
% accomplishment/ utilization vis-a-vis the AWFP <i>(based on obligations as of December 31, 2014)</i>	35	<p>The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis AWFP by the maximum number of points, i.e.:</p> <p>%Accomplishment/Utilization x 35</p> <p>However, % of accomplishment/ utilization vis-à-vis AWFP below 90% will automatically be given 0 points.</p> <p>Example: %Accomplishment/ Utilization = 95% $0.95 \times 35 = 33.25$ points</p>
Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to the Planning Office <i>(One (1) report for BED Four (4) reports for BARs)</i>	10	<p>The distribution of points in this indicator will be:</p> <p>Timeliness = 5 pts Completeness = 5 pts</p> <p>The score will be computed as:</p> <p>The points for timeliness will be computed by subtracting 1 point for every report with late submission from the 5 points assigned for this item. The reckoning date shall be the date that the signed BEDs and BARs are received by the Planning Office, either through courier and/or electronic mail.</p> <p>The points for completeness will be computed by subtracting 1 point for every report with incomplete element/s from the 5 points assigned for this item.</p> <p>[(5 - no. of late report/s) + (5 - no. of incomplete report/s)]</p> <p>Example: No. of late report/s = 1 No. of incomplete report/s = 2</p> <p>$[(5 - 1) + (5 - 2)] = 7$ points</p>
% of liquidation of cash advances from January 1 to December 31, 2014	5	<p>The points for this item will be computed by multiplying the % of cash advances received and liquidated from January 1 to December 31, 2014 by the maximum number of points, i.e.:</p> <p>%Liquidated x 5</p>

		<i>Example:</i> $\%Liquidated = 90\%$ $0.90 \times 5 = 4.5 \text{ points}$
% of SDOs within the region categorized as Best and Better	35	<i>The points for this item will be computed by multiplying the % of SDOs within the region categorized as Best and Better by the maximum number of points, i.e.:</i> $\% \text{ Best/Better} \times 35$ <i>Example:</i> $\% \text{ Best/Better} = 90\%$ $0.90 \times 35 = 31.5 \text{ points}$
% of private schools with permit to operate or which acquired recognition to total number of private schools as of February 2015	10	<i>The points for this item will be computed by multiplying the % of private schools with permit to operate or which acquired recognition as of February 2014 by the maximum number of points, i.e.:</i> $\%PrivateSchoolsw/Permit \times 10$ <i>Example:</i> $\%PrivateSchoolsw/Permit = 90\%$ $0.90 \times 10 = 9 \text{ points}$
% of applications for permit to operate/ recognition processed and approved within the prescribed number of days of processing vis-a-vis the total number of private school applicants endorsed by the schools divisions in FY 2014	5	<i>The points for this item will be computed by multiplying the % of applications for permit to operate/ recognition processed and approved within the prescribed number of days of processing vis-a-vis the total number of private school applicants endorsed by the schools divisions by the maximum number of points, i.e.:</i> $\%Approved \times 5$ <i>Example:</i> $\%Approved = 90\%$ $0.90 \times 5 = 4.5 \text{ points}$

- d. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each region shall be determined using the distribution as specified in provision no. 16 of this Order.

20. Central level ranking

- a. The delivery units in the CO specified in provision no. 10(a) shall be measured and ranked according to the following indicators:
- % accomplishment/utilization vis-a-vis the Annual Work and Financial Plan (AWFP) (based on obligations as of December 31, 2014)
 - Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to Planning Office
 - % liquidation of cash advances from January 1 to December 31, 2014

- b. Inability to accomplish the targets identified in the AWFP due to valid reasons which are uncontrollable by the office concerned has to be accompanied by a justification duly signed by the EXECOM in-charge subject for approval of the National Performance Review and Evaluation Committee (NPREC).
- c. The computation of points for each indicator is specified in Table 6 below:

Table 6: Point System for Central Office

Indicators	Maximum Points	Determination of Points
% accomplishment/ utilization vis-a-vis the AWFP <i>(based on obligations as of December 31, 2014)</i>	50	<p><i>The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis the AWFP by the maximum number of points, i.e.:</i></p> <p>%Accomplishment/Utilization x 50</p> <p><i>However, % of accomplishment/ utilization vis-à-vis AWFP below 90% will automatically be given 0 points.</i></p> <p><i>Example:</i> %Accomplishment/ Utilization = 95% $0.95 \times 50 = 47.5$ points</p>
Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to the Planning Office <i>(One (1) required report for BED Four (4) required reports for BARs)</i>	10	<p><i>The distribution of points in this indicator will be:</i></p> <p><i>Timeliness = 5 pts Completeness = 5 pts</i></p> <p><i>The score will be computed as:</i></p> <p><i>The points for timeliness will be computed by subtracting 1 point for every report with late submission from the 5 points assigned for this item. The reckoning date shall be the date that the signed BEDs and BARs are received by the Planning Office, either through courier and/or electronic mail.</i></p> <p><i>The points for completeness will be computed by subtracting 1 point for every report with incomplete element/s from the 5 points assigned for this item.</i></p> <p>[(5 - no. of late report/s) + (5 - no. of incomplete report/s)]</p> <p><i>Example:</i> No. of late report/s = 1 No. of incomplete report/s = 2</p> <p>$[(5 - 1) + (5 - 2)] = 7$ points</p>
% of liquidation of cash advances from January 1 to December 31, 2014	40	<p><i>The points for this item will be computed by multiplying the % of cash advances received and liquidated from January 1 to December 31, 2014 by the maximum number of points, i.e.:</i></p> <p>%Liquidated x 40</p>

		<i>Example:</i> $\%Liquidated = 90\%$ $0.90 \times 40 = 36 \text{ points}$
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- d. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each office shall be determined using the distribution as specified in provision no. 16 of this Order.

21. All delivery units which are affected by major calamities in FY 2014 shall be ranked using FY 2013 data except for the information in the plus factor. Requests for exemption due to major calamities shall be submitted to the PBB Task Force for verification, evaluation, and approval.

D. Individual Performance Review and Evaluation

22. Individual forced ranking shall apply to SDOs, ROs, and CO. The criteria specified in provision nos. 12 and 13 under Coverage of this Order shall be the basis in determining the delivery unit that each employee belongs.

23. After determining the performance category of each delivery unit, personnel within each delivery unit shall be forced ranked to determine which among the employees in each delivery unit will fall under Best, Better, and Good categories. The numeric results of the existing performance appraisal for FY 2014, as specified in Table 7 below, shall be used.

Table 7. Performance Assessment Tools

Level	Assessment Instrument
Third Level 1. All Undersecretaries 2. All Assistant Secretaries 3. All Directors 4. All Assistant Directors 5. All SDS 6. All ASDS 7. All designated Third Level officials in an Acting or Officer-In-Charge (OIC) capacity	CESPES
Second Level and below 1. All SDO employees <i>(including all Public Schools District Supervisors and ALS/Mobile Teachers)</i> 2. All RO employees 3. All CO employees 4. All other officials not covered by CESPES	PASAG PAST <i>(for ALS/Mobile Teachers)</i>

24. The heads of each delivery unit shall automatically receive the highest amount of incentive which the delivery unit will receive based on the performance categorization specified in Table 8 under provision no. 25 of this Order. However, performance ratings of the heads of delivery units shall be subjected to executive checking and vetting by their respective immediate superiors to be submitted to the PBB Task Force for approval.

25. Individual bonuses shall be granted based on the following scheme:

a. For Best and Better delivery units:

Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

b. For Good delivery units:

Ranking	Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

26. Table 8 below shows the performance categorization which shall be used in ranking the personnel including the amount of incentive and the distribution thereof.

Table 8: Performance Categorization for Division, Regional and Central Levels

Level	Best Performer	Better Performer	Good Performer
Best Delivery Unit (10% / 15%)	PhP35,000 (15%)	PhP20,000 (30%)	PhP10,000 (55%)
Better Delivery Unit (25% / 30%)	PhP25,000 (15%)	PhP13,500 (30%)	PhP7,000 (55%)
Good Delivery Unit (65% / 55%)	PhP15,000 (10%)	PhP10,000 (25%)	PhP5,000 (65%)

27. However, all DepEd officials and employees, including teachers, who are recipients of national awards in FY 2014 from Civil Service Commission (CSC), Metrobank Foundation and National Literacy Awards which are duly recognized by both CSC and DepEd are automatically entitled to PhP35,000 bonus regardless of the rank or performance category of their delivery unit. Annex 4 enumerates all DepEd national awardees who are entitled to the PhP35,000 bonus.

E. Performance Review and Evaluation Committees

28. To effectively implement the PBB, Performance Review and Evaluation Committees (PRECs) are hereby created in each organizational level to lead and oversee implementation.

Table 9: Composition of PRECs

Division Performance Review and Evaluation Committee (DPREC)	Regional Performance Review and Evaluation Committee (RPREC)	National Performance Review and Evaluation Committee (NPREC)
<p>Chair: ASDS (most senior, in terms of tenure as ASDS)</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Division Planning Officer • One (1) Accountant • One (1) Administrative Officer V • One (1) Education Supervisor I • One (1) Principals' Representative (Elementary: PESPA) • One (1) representative from the teacher association for Elementary <p>Observer: One (1) PTA Division Federation Representative</p> <p>Secretariat: Administrative Office</p>	<p>Chair: Assistant Regional Director</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Regional Planning Officer • One (1) Chief Finance Officer • One (1) Chief Administrative Officer • One (1) Education Supervisor II • One (1) Superintendents' Representative (PASS) • One (1) NEU-Regional Chapter Representative • One (1) Principals' Representative (Secondary: NAPSSHI/NAPSSPHIL) • One (1) representative from the teacher association for Secondary <p>Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO)</p> <p>Secretariat: Administrative Office</p>	<p>Chair: Undersecretary for Regional Operations Co-Chair: Assistant Secretary for Planning and Development</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Office of Planning Service Chief • One (1) Budget Division Chief • One (1) Employees Welfare and Benefits Division Chief • One (1) NEU Representative <p>Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO)</p> <p>Secretariat: Personnel Division</p>

29. The functions and responsibilities of the PRECs shall include the following:

- Based on the involvement in basic education, select the DepEd-recognized CSO, which will act as observer in all PREC meetings and discussions;
- Form a team to conduct the orientation and information dissemination activities especially on the rationale, criteria, and process of the granting of PBB;
- Immediately convene en banc to agree on the basics in performance review and evaluation particularly on the process and timelines. Each PREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation;
- Implement the performance review and evaluation as stipulated in this Order;
- Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability,

completeness, and correctness of these data, information and/or documents;

- f. Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PBB Task Force;
- g. Ensure that PBB is implemented before the end of fiscal year 2015; and
- h. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.

F. Performance Reporting and Validation

30. Performance review and evaluation templates (PRETs) shall be used by each PREC to determine the performance category and level of PBB of delivery units and personnel. These PRETs are formula-based MS Excel files that will automatically compute for the scores of each delivery unit and personnel based on the criteria stipulated in this Order. These PRETs can be downloaded from the official website (<http://www.deped.gov.ph/others>) and/or requested through electronic mail (pbb.secretariat@gmail.com). PRETs for different organizational levels and personnel are enumerated below:

- a. School Level PRET
- b. Division Level PRET
- c. Regional Level PRET
- d. Central Level PRET
- e. Individual PRET¹³

31. The PRECs shall input data/information in these PRETs to determine the performance category of delivery units and personnel. Final reports shall be submitted using the following forms:

- a. Report on Ranking of Schools (Form 1.0) – Annex 5;
- b. Report on Ranking of Delivery Units (Form 1.1)¹⁴ – Annex 6; and
- c. Report on Ranking of Personnel (Form 2.0) – Annex 7.

32. **School level.** The DPREC shall classify the elementary schools within each division based on the criteria specified in Table 2 under provision no. 17(b) of this Order. The DPREC shall identify the eligible employees per elementary school based on the criteria stipulated in provision no. 12 (a-f) under Coverage of this Order. The DPREC shall input in the School Level PRET all the required school data/information for the indicators and plus factors. Relevant performance data/information on specific indicators, such as percentage of learners who scored average and better in NAT, NCAE and SReYA, simple dropout rate and the information for the plus factor, will be provided by the NPREC through electronic mail. The data/information which are not available in the CO, such as percentage of learners who scored average and better in the general average of pupils in the highest grade level offering (if applicable) and MOOE liquidation data, shall be provided by the DPREC. Once all the required data/information are inputted in the

¹³ Shall apply to division, regional and central office personnel only

¹⁴ Shall apply to division, regional and central levels

School Level PRET, it shall automatically compute for total score of each school. The total scores shall be ranked from highest to lowest to determine the performance category and amount of incentive that each school shall receive.

The RPREC shall apply the same procedure in ranking the secondary schools within each region. The NPREC shall apply the same procedure in ranking the RSHSs nationally. Respective PRECs shall summarize the results of school level ranking using the Report on Ranking of Schools (Form 1.0).

The RPREC shall evaluate and consolidate the results of the school level ranking for both elementary and secondary schools. The PBB Secretariat shall conduct validation workshops with RPREC/DPREC representatives from each region and SDO to finalize the school level ranking, and collect the consolidated Reports on Ranking of Schools (Forms 1.0), along with the transmittal and certification letter (Annex 8) duly signed by the RPREC Chair and Regional Director.

33. **Division level.** Using the Division Level PRET, the NPREC shall conduct the division level ranking. The DPREC shall identify the eligible employees in the SDO including those who are in the district offices and ALS/mobile teachers based on the criteria stipulated in provision nos. 12 and 13 under Coverage of this Order. Using the Individual PRET, the DPREC shall conduct the individual ranking of SDO personnel. During the validation workshops, the PBB Secretariat and DPREC shall match the results of the division level ranking and individual ranking of SDO personnel. The consolidated Reports on Ranking of Personnel (Forms 2.0), along with the transmittal and certification letter (Annex 9) duly signed by the RPREC Chair and Regional Director, shall be submitted to the PBB Secretariat during the conduct of the validation workshops.

34. **Regional level.** Using the Regional Level PRET, the NPREC shall conduct the regional level ranking. The RPREC shall identify the eligible employees in the RO based on the criteria stipulated in provision no. 12 under Coverage of this Order. Using the Individual PRET, the RPREC shall conduct the individual ranking of RO personnel. During the validation workshops, the PBB Secretariat and RPREC shall match the results of the regional level ranking and individual ranking of RO personnel. The consolidated Reports on Ranking of Personnel (Forms 2.0), along with the transmittal and certification letter (Annex 9) duly signed by the RPREC Chair and Regional Director, shall be submitted to the PBB Secretariat during the conduct of the validation workshops.

35. **Central level.** Using the Central Level PRET, the NPREC shall conduct the central level ranking. The NPREC shall identify the eligible employees in each delivery unit in the CO based on the criteria stipulated in provision no. 12 under Coverage of this Order. Using the Individual PRET, the NPREC shall conduct the individual ranking of CO personnel. The NPREC shall match the results of the central level ranking and individual ranking of CO personnel, and summarize the results using the Report on Ranking of Personnel (Form 2.0).

36. The PBB Secretariat shall ensure accuracy and completeness of all the ranking reports. Using consolidated Forms 1.0, 1.1 and 2.0, the NPREC shall submit to the EXECOM the summary of all the ranking results from the school level up to the central level for approval.

37. Upon approval by the EXECOM, the NPREC shall transmit to IATF the FY 2014 DepEd proposed PBB implementation plan for funding and implementation.

38. Inaccuracy and incompleteness of reports submitted, and inability to comply with the requirements and deadlines shall be a ground for administrative action against the concerned PREC and authorized signatories, in accordance with Section 46(F) of the Revised Rules on Administrative Cases in the Civil Service, unless proper justification is provided.

39. Annex 10 shows the simplified PBB implementation plan for FY 2014 that summarizes the ranking strategies which shall be applied to DepEd schools, offices and personnel.

G. Timeline

Table 10: Timeline for PBB Implementation for FY 2014

Activity	Concerned Body	Deadline
Submission to IATF of the FY 2014 Agency Targets on MFO, STO, GASS, and Priority Programs/Projects	PBB Task Force	January-April 2015
Compliance with the Good Governance Conditions <i>(Regional/field offices/attached agencies should submit to their supervising departments before the deadline)</i> <ol style="list-style-type: none"> Agency Transparency Seal PhilGEPS Posting Report on Ageing of Cash Advance Citizen's Charter SALN Submission/Filing 	PBB Task Force	January-April 2015
Submission to IATF of the FY 2014 Agency Accomplishments on MFO, STO, GASS, and Priority Programs/Projects	PBB Task Force	10 April 2015
Conduct of PBB Orientations and Information Dissemination Activities (if necessary)	PREC's	June-July 2015
Submission to PBB Secretariat of updated names and contact details of PREC members and secretariat	PBB Secretariat Regional Directors PREC's	15 July 2015
Performance Review and Evaluation of Delivery Units and Personnel; and Validation Workshops	PBB Secretariat PREC's	July-August 2015
Approval of the EXECOM	PBB Task Force NPREC	August 2015
Submission of FY 2013 DepEd proposed PBB implementation plan for funding and implementation to IATF	PBB Task Force NPREC	August-September 2015
Grant of Bonus	DepEd DBM	September-October 2015

H. Information and Communication

40. Using Annex 11, all ROs shall submit to the PBB Secretariat a consolidated document containing the names and contact details of RPREC and DPREC members, observers, and secretariat on or before **15 July 2015**.

41. The following communication channels shall be set up for proper facilitation and submission:

- a. Official mailing address: PBB Secretariat c/o Personnel Division, DepEd Complex, Meralco Avenue, Pasig City 1600
- b. E-mail account: pbb.secretariat@gmail.com
- c. Landline: (02) 636-6546
- d. Text hotline: 0919 615 4175

42. The PBB Secretariat shall regularly disseminate PBB-related information announcements and advisories through the aforementioned communication channels.

43. The PBB/NPREC Secretariat shall manage all the communication channels.

I. Grievance Committee

44. A grievance committee is hereby created to respond to complaints, issues and concerns related to the granting of PBB. The Committee is composed of the following membership:

Table 11: Composition of Grievance Committee

Schools Division Office	Regional Office	Central Office
Chair: SDS	Chair: Regional Director	Chair: Undersecretary for Legal and Legislative Affairs
Members: <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • PESPA representative 	Members: <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • Budget Officer • Regional PASS President • NAPSSHI or NAPSSPHIL representative • NEU Regional Chapter Representative 	Members: <ul style="list-style-type: none"> • Director of Administrative Service • Chief of Legal Division • DepEd NEU President

45. All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executory.

V. Funding Source

46. Funds shall be charged against under the Miscellaneous Personnel Benefits Fund (MPBF) in the General Appropriations Act (GAA).

47. The PBB shall be subjected to tax per Republic Act (RA) No. 10653 which states that:

“Gross benefits received by officials and employees of public and private entities: Provided, however, That the total exclusion under this subparagraph shall not exceed eighty-two thousand pesos (P82,000) which shall cover:”

“Other benefits such as productivity incentives and Christmas bonus: Provided, That every three (3) years after the effectivity of this Act, the President of the Philippines shall adjust the amount herein stated to its present value using the

Consumer Price Index (CPI), as published by the National Statistics Office (NSO)."

VI. References

48. This Order is formulated on the basis of the provisions stipulated in the following issuances:

- a. Executive Order (EO) No. 80, s. 2012, *"Directing the Adoption of Performance-based Incentive System for Government Employees"*
- b. Executive Order (EO) No. 43, s. 2011, *"Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters"*
- c. Executive Order (EO) No. 181, s. 2015, *"Implementation of the Provisions of the FY 2015 General Appropriations Act (GAA) on the Grant of the FY 2015 Productivity Enhancement Incentive (PEI) to Government Employees"*
- d. Administrative Order (AO) No. 25, s. 2011, *"Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems"*
- e. AO25 IATF Memorandum Circular No. 2013-01, *"Guidelines for the Grant of Performance-based Incentives for Fiscal Year 2013 under Executive Order No. 80"*
- f. AO25 IATF Memorandum Circular No. 2013-01-A, *"Amendment to the Guidelines on Performance Targets in line with the Grant of the Performance-based Incentives for Fiscal Year 2013 under EO No. 80"*
- g. AO25 IATF Memorandum Circular No. 2013-02, *"Clarifications to Facilitate the Review of Good Governance Certifications"*
- h. Republic Act (RA) No. 10352, *"FY 2013 General Appropriations Act"*
- i. Republic Act (RA) No. 9184, *"An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes"*
- j. Republic Act (RA) No. 9485, *"An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor"*
- k. Republic Act (RA) No. 6713, *"Code of Conduct and Ethical Standards for Public Officials and Employees"*
- l. DepEd Order No. 10, s. 2013, *"School Calendar for the School Year (SY) 2013-2014"*
- m. DepEd Order No. 88, s. 2010, *"2010 Revised Manual on Regulations for Private Schools in Basic Education"*
- n. DepEd Order No. 342, s. 2009, *"Adoption and Implementation of a Citizen's Charter of the Department of Education in Compliance with Republic Act No. 9485 (Anti-Red Tape Act of 2007) and its Implementing Rules and Regulations"*

- o. Republic Act (RA) No. 10653, *“An Act Adjusting the 13th Month Pay and Other Benefits Ceiling Excluded from the Computation of Gross Income for Purposes of Income Taxation, Amending for the Purpose Section 32(B), Chapter VI of the National Internal Revenue Code of 1997, as Amended”*
- p. Revised Rules on Administrative Cases in the Civil Service
- q. Career Executive Service Board (CESB) Resolution No. 1093, *“Retaining the ‘Very Satisfactory’ Rating for Third Level Officials in Determining Eligibility to the PBB”*
- r. DepEd Order No. 12, s. 2013, *“Guidelines on the Granting of Performance-based Bonus (PBB) for the Department of Education (DepEd) Employees and Officials”*
- s. DepEd Memorandum No. 9, s. 2013, *“Creation of Task Force to Formulate and Finalize the Guidelines on the Performance-based Bonus (PBB) for the Department of Education (DepEd)”*
- t. DepEd Order No. 200, s. 2013, *“Reconstituting the Task Force on the Performance-based Bonus (PBB) for the Department of Education (DepEd)”*
- u. DepEd Order No. 33, s. 2014, *“Guidelines on the Granting of Performance-based Bonus (PBB) for the Department of Education (DepEd) Employees and Officials for Fiscal Year 2013”*
- v. AO25 IATF Memorandum Circular No. 2014-01, *“Supplemental Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2014 under Executive Order No. 80”*
- w. AO25 IATF Memorandum Circular No. 2014-02, *“Clarification on the Coverage, Setting of Performance Indicators, Targets and the Good Governance Conditions in line with the Grant of FY 2014 PBB”*
- x. AO25 IATF Memorandum Circular No. 2014-03, *“Clarification on the Provision on the Nine-Month Service Requirement”*

49. Provisions stipulated in DepEd Order No. 33, s. 2014 and other previous issuances which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.

VII. Effectivity

50. This Order shall take effect immediately upon approval of the IATF. Further enhancement to these guidelines may be undertaken in FY 2015 and onward.

SALN Template

(Letterhead)

CERTIFICATION OF COMPLIANCE SALN Submission / Filing

This certifies that ____ employees out of ____ employees of (name of region) covered by RA 6713 have filed their Statement of Assets, Liabilities and Net Worth (SALN) for FY 2013. The region has forwarded/filed all SALNs to the appropriate receiving entity in accordance with RA 6713 and its implementing rules and regulations.

This also attests that the submission of this region's employees have substantially complied with the minimum requisites for content and formalities prescribed under RA 6713 and its implementing rules and regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

Lastly, this certifies that this region has already executed appropriate action against those who failed to comply with RA 6713 and have no justifiable reason not to comply.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ Year ____ at (City/Municipality), Philippines.

Chairman
SALN Review and Compliance Committee
(signature over printed name)

Regional Director
(signature over printed name)

Department of Education
OFFICERS AND EMPLOYEES SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
FY 2013

Region: _____

Delivery Unit	Total Number of Employees Covered by RA 6713 as of June 30, 2014	Number of Employees Filled 2013 SALN as of June 30, 2014	PERCENTAGE OF COMPLIANCE (%)	Name	Position	Salary Grade	Remarks
Regional Office				Employees who submitted duly accomplished 2013 SALN as of June 30, 2014			
				1.			
				2.			
				3.			
				Employees with no 2013 SALN submission as of June 30, 2014			
				1.			
				2.			
				3.			
				Employees who submitted duly accomplished 2013 SALN as of June 30, 2014			
				1.			
				2.			
				3.			
Schools Division Offices				Employees with no 2013 SALN submission as of June 30, 2014			
				1.			
				2.			
				3.			
				Employees who submitted duly accomplished 2013 SALN as of June 30, 2014			
				1.			
				2.			
				3.			
				Employees who submitted duly accomplished 2013 SALN as of June 30, 2014			
				1.			
				2.			
				3.			
SALN Review and Compliance Committee				Employees with no 2013 SALN submission as of June 30, 2014			
				1.			
				2.			
				3.			
				Employees who submitted duly accomplished 2013 SALN as of June 30, 2014			
				1.			
				2.			
				3.			
				Employees who submitted duly accomplished 2013 SALN as of June 30, 2014			
				1.			
				2.			
				3.			
TOTAL							

Prepared by: _____

Noted by: _____

Chairman
SALN Review and Compliance Committee

Regional Director

LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES
Per FY 2014 General Appropriations Act (GAA)

SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION
Region I		Region III		Region IV-A	
1 Alaminos City	S	1 Angeles City	M	1 Antipolo City	M
2 Batac City	S	2 Aurora	M	2 Bacoor	M
3 Candon City	S	3 Balanga City	S	3 Batangas	L
4 Dagupan City	M	4 Batan	M	4 Batangas City	M
5 Ilocos Norte	M	5 Bulacan	L	5 Calamba City	M
6 Ilocos Sur	M	6 Cabanatuan City	M	6 Cavite	L
7 La Union	M	7 Gapan City	M	7 Cavite City	S
8 Laoag City	M	8 Mabalacat City	M	8 Dasmariñas City	M
9 Pangasinan I	L	9 Malolos City	M	9 Imus	M
10 Pangasinan II	L	10 Meycauayan City	M	10 Laguna	L
11 San Carlos City	M	11 Muñoz Science City	S	11 Lipa City	M
12 San Fernando City	S	12 Nueva Ecija	L	12 Lucena City	M
13 Urdaneta City	M	13 Olongapo City	M	13 Quezon	VL
14 Vigan City	S	14 Pampanga	L	14 Rizal	L
Region II		15 San Fernando City	M	15 San Pablo City	M
1 Batanes	S	16 San Jose City	M	16 Santa Rosa City	M
2 Cagayan	L	17 San Jose Del Monte City	M	17 Tanauan City	M
3 Cauayan City	M	18 Tarlac	L	18 Tayabas City	S
4 Ilagan	M	19 Tarlac City	M	Region IV-B	
5 Isabela	L	20 Zambales	M	1 Calapan City	M
6 Nueva Vizcaya	M			2 Marinduque	M
7 Quirino	M			3 Occidental Mindoro	M
8 Santiago City	M			4 Oriental Mindoro	M
9 Tuguegarao City	M			5 Palawan	L
				6 Puerto Princesa City	M
				7 Romblon	M

LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES
Per FY 2014 General Appropriations Act (GAA)

SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION
Region V		Region VII		Region IX	
1 Albay	L	1 Bais City	S	1 Dapitan City	M
2 Camarines Norte	M	2 Bayawan City	M	2 Dipolog City	M
3 Camarines Sur	VL	3 Bogo City	S	3 Isabela City	M
4 Catanduanes	M	4 Bohol	L	4 Pagadian City	M
5 Iriga City	M	5 Carcar City	M	5 Zamboanga City	L
6 Legaspi City	M	6 Cebu	VL	6 Zamboanga del Norte	L
7 Ligao City	M	7 Cebu City	M	7 Zamboanga del Sur	L
8 Masbate	L	8 City of Naga, Cebu	M	8 Zamboanga Sibugay Province	M
9 Masbate City	M	9 Danao City	M	Region X	
10 Naga City	M	10 Dumaguete City	S	1 Bukidnon	L
11 Sorsogon	L	11 Guinulungan City	M	2 Cagayan de Oro City	M
12 Sorsogon City	M	12 Lapu-lapu City	M	3 Camiguin	M
13 Tabaco City	M	13 Mandaue City	M	4 El Salvador	S
Region VI		14 Negros Oriental	L	5 Gingoog City	M
1 Aklan	M	15 Siquijor	M	6 Iligan City	M
2 Antique	L	16 Tagbilaran City	S	7 Lanao del Norte	M
3 Bacolod City	M	17 Talisay City	M	8 Malaybalay City	M
4 Bago City	M	18 Tanjay City	M	9 Misamis Occidental	M
5 Cadiz City	M	19 Toledo City	M	10 Misamis Oriental	L
6 Capiz	M	Region VIII		11 Oroquieta City	S
7 Escalante City	M	1 Baybay City	M	12 Ozamiz City	M
8 Guimaras	M	1 Baybay City	M	13 Tangub City	S
9 Iloilo	VL	2 Biliran	M	14 Valencia City	M
10 Iloilo City	M	3 Borongan City	S	Region XI	
11 Kabankalan City	M	4 Calbayog City	M	1 Compostela Valley City	L
12 La Carlota City	S	5 Catbalogan City	M	2 Davao City	L
13 Negros Occidental	L	6 Eastern Samar	M	3 Davao Del Norte	M
14 Passi City	S	7 Leyte	VL	4 Davao del Sur	L
15 Roxas City	M	8 Maasin City	M	5 Davao Oriental	M
16 Sagay City	M	9 Northern Samar	L	6 Digos City	M
17 San Carlos City	M	10 Ormoc City	M	7 Island Garden City of Samal	M
18 Silay City	M	11 Samar (Western)	M	8 Mati City	M
		12 Southern Leyte	M	9 Panabo City	M
		13 Tacloban City	M	10 Tagum City	M

LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES

Per FY 2014 General Appropriations Act (GAA)

SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION
Region XII		NCR	
1 Cotabato City	M	1 Caloocan City	L
2 General Santos City	M	2 City of San Juan	S
3 Kidapawan City	M	3 Las Piñas City	M
4 Koronadal City	M	4 Makati City	M
5 North Cotabato	L	5 Malabon City	M
6 Sarangani	M	6 Mandaluyong City	M
7 South Cotabato	M	7 Manila	L
8 Sultan Kudarat	M	8 Marikina City	M
9 Tacurong City	S	9 Muntinlupa City	M
CARAGA		10 Navotas City	M
1 Agusan Del Norte	M	11 Parañaque City	M
2 Agusan Del Sur	M	12 Pasay City	M
3 Bayugan City	M	13 Pasig City	M
4 Bislig City	M	14 Quezon City	L
5 Butuan City	M	15 Taguig and Pateros	M
6 Cabadbaran City	S	16 Valenzuela City	M
7 Dinagat Island	M		
8 Siargao	M		
9 Surigao City	M		
10 Surigao del Norte	M		
11 Surigao del Sur	M		
12 Tandag	S		
CAR			
1 Abra	M		
2 Apayao	M		
3 Baguio City	M		
4 Benguet	M		
5 Ifugao	M		
6 Kalinga	M		
7 Mountain Province	M		
8 Tabuk	M		

Annex 3
Page 1/2

Annex 3
Page 1/2

Annex 3
Page 1/2

BEST IMPLEMENTING SECONDARY SCHOOLS OF BRIGADA ESKWELA

National Level
SY 2013-2014

REGION	SMALL		BIG		EXCEPTIONAL	
	DIVISION	SCHOOL ID	DIVISION	SCHOOL ID	DIVISION	SCHOOL ID
NCR	Caloocan City	305392	M.B. Asistio Sr. HS Unit I	305463	Signal Village NHS	305452
CAR	Mountain Province	305263	Sabangan NHS	305221	Tabuk City NHS	305262
Region I	La Union	300132	Regional Science HS	300052	Ilocos Sur NHS	300202
Region II	1) Quirino 2) Nueva Vizcaya	300656 300651	1) Cabarroguis NSAT 2) Uddiawan NHS	300462	Gattaran National TS	300623
Region III	1) Nueva Ecija 2) Bulacan	306801 300723	1) Sta. Rosa NHS 2) Doña Remedios Trinidad HS	300702 300826	1) Bataan NHS 2) Nueva Ecija NHS	301040 300766
Region IV-A	Rizal	308103	Abuyod NHS	301212	Rosario NHS	301222
Region IV-B	Oriental Mindoro	309009	Baco NHS- Mangangan Annex	301800	1) Oriental Mindoro NHS 2) Odiongan NHS	301805
Region V	Camarines Sur	301987	Lupi NHS	301769	Camrines Norte NHS	301892
Region VI	1) Negros Occidental 2) Kabankalan City	302694 302801	1) Valladolid NHS 2) Tapi NHS	302418	Parit-an NHS	312101
Region VII	Siquijor	303304	Candaping NHS	302868	Lila NHS	302868
Region VIII	Leyte	303429	Sta. Cruz NHS	303584	Sumoroy Agricultural IS	303462
Region IX	Zamboanga del Norte	303716	Polanco NHS	303766	1) Zamboanga del Sur 2) Zamboanga City	303828
Region X	1) Bukidnon 2) Cagayan de Oro City	303968 304114	1) Libona NHS 2) Gusa Regional Science HS	303915 303950	1) Midsalip NHS 2) Ayala NHS	304034
Region XI	Mati City	304328	Davao Oriental Reg.Science HS	304096	1) Bukidnon NHS 2) Misamis Oriental	304078
Region XII	Tacurong City	304579	AS Bernardo NHS	304400	Digos City NHS	304263
Region XIII	Dinagat Islands	304822	Dinagat School of Fisheries	304661	Kidapawan City NHS	304630
			1) Bayugan City 2) Surigao City	304707 304801	1) Bayugan NCHS 2) Surigao City NHS	304756 304861
					1) Butuan City 2) Surigao del Sur	1) Agusan NHS 2) Barobo NHS

LIST OF NATIONAL AWARDEES

Year 2014

A. METROBANK FOUNDATION OUTSTANDING TEACHERS

1	Anna Bella Abellera	Naga Central School I	Naga City
2	Sharon Rose Puyo	Cabadbaran South Central Elementary School SPED Center	Cabadbaran City, Agusan del Norte
3	Dr. Enerio Ebisa	Doña Juana Actub Luch Memorial Center School	Iligan City
4	Dr. Allan Moore Cabrillas	San Jose West Central School	San Jose City, Nueva Ecija
5	Dr. Juanito Merle	Talipan National High School	Pagbilao, Quezon
6	Dr. Jesus Insilada	Alcarde Gustilo Memorial National High School	Calinog, Iloilo
7	Dr. Matrose Galarion	Angeles City National High School	Angeles City
8	Dr. Noel Ibis	Vinzons Pilot High School	Vinzons, Camarines Norte

B. CIVIL SERVICE COMMISSION (CSC) HONOR AWARDS PROGRAM (Pagasa Award)

1	Lourdes A. Floria Principal I	Zaragoza Elementary School	La Union
2	Rodolfo B. Modelo Principal IV	Commonwealth Elementary School	Quezon City
3	Concepcion T. Tababa Master Teacher II	Tubungan Central Elementary School	Iloilo

C. NATIONAL LITERACY AWARDS - none

Form 1.0
REPORT ON RANKING OF SCHOOLS

Department of Education
Region (secondary) / Division (elementary):

1.0 Summary of Information Required

- 1.1 Total No. of Schools: _____
- 1.2 Total No. of Officials and Employees Entitled to PBB: _____
- 1.3 Has achieved at least 90% of each one of the FY 2014 targets of Secretary other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1? (please check whatever applies)

YES _____, the following distribution applies

Ranking	Performance Category
Top 2.25%	Level 8
Next 4.50%	Level 7
Next 4.50%	Level 6
Next 5.50%	Level 5
Next 9.00%	Level 4
Next 22.00%	Level 3
Next 16.50%	Level 2
Next 35.75%	Level 1

NO _____, the following distribution applies

Ranking	Performance Category
Top 1.50%	Level 8
Next 3.75%	Level 7
Next 3.00%	Level 6
Next 6.50%	Level 5
Next 7.50%	Level 4
Next 21.75%	Level 3
Next 13.75%	Level 2
Next 42.25%	Level 1

1.4 Total Amount of Required for Payment of PBB: _____

2.0 Ranking of Schools

Ranking	School ID	Name of School	Rate of Accomplishment of Targets ¹ (in%)	No. of Employees Entitled to PBB	Amount of PBB for each Employee	Allocation
2.1 Level 8						
TOTAL LEVEL 8:						
2.2 Level 7						
TOTAL LEVEL 7:						
2.3 Level 6						
TOTAL LEVEL 6:						
2.4 Level 5						
TOTAL LEVEL 5:						

[illegible]

Prepared by:

Approved by:

Noted by:

PREC Chair

Schools Division Superintendent
(required for elementary schools only)

Regional Director

Form 1.1

REPORT ON RANKING OF DELIVERY UNITS

Department of Education
Central/Regional/Division Level

1.0 Summary of Information Required

- 1.1 Total No. of Delivery Units: _____
- 1.2 Total No. of Officials and Employees Entitled to PBB: _____
- 1.3 Has achieved at least 90% of each one of the FY 2014 targets of Secretary other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1? *(please check whatever applies)*

YES _____, the following distribution applies

Ranking	Performance Category
Top 15%	Best School
Next 30%	Better School
Next 55%	Good School

NO _____, the following distribution applies

Ranking	Performance Category
Top 10%	Best School
Next 25%	Better School
Next 65%	Good School

- 1.4 Total Amount of Required for Payment of PBB: _____

2.0 Ranking of Delivery Units

Ranking	Rate of Accomplishment of Targets ¹ (in%)	Ranking of Employees		Amount of PBB	Allocation
		Ranking	No. of Employees Entitled to PBB		
2.1	Best	Top 15% (Best Performer)			
		Next 30% (Better Performer)			
		Next 55% (Good Performer)			
TOTAL BEST:					
2.2	Better	Top 15% (Best Performer)			
		Next 30% (Better Performer)			
		Next 55% (Good Performer)			
TOTAL BETTER:					
2.3	Good	Top 10% (Best Performer)			
		Next 25% (Better Performer)			
		Next 65% (Good Performer)			
TOTAL GOOD:					
¹ Total Score					

Prepared by:

NPREC Secretariat

Approved by:

Assistant Secretary

Noted by:

Undersecretary

Form 2.0

REPORT ON RANKING OF PERSONNEL

Department of Education
Central/Regional/Division Level

1.0 Summary of Information Required

- 1.1 Name of Delivery Unit: _____
1.2 Total No. of Officials and Employees Entitled to PBB: _____

2.0 Ranking of Personnel

No. of Employees Entitled to PBB (If delivery unit falls under the 'Best' or 'Better' category)			No. of Employees Entitled to PBB (If delivery unit falls under the 'Good' category)		
2.1	Top 15% (Best Performer)		2.1	Top 10% (Best Performer)	
2.2	Next 30% (Better Performer)		2.2	Next 25% (Better Performer)	
2.3	Next 55% (Good Performer)		2.3	Next 65% (Good Performer)	
TOTAL:			TOTAL:		

Prepared by:

Approved by:

Noted by:

PREC Chair

Schools Division Superintendent
(required for SDOs only)

Regional Director

Note: Signatories for CO shall be the Head of NPREC Secretariat, and concerned Assistant Secretary and the Undersecretary

Transmittal and Certification Letter Template

(Report on Ranking of Schools – Form 1.0)

(Letterhead)

JESUS L.R. MATEO

Assistant Secretary

Chair, PBB Task Force and

National Performance Review and Evaluation Committee (NPREC)

Attention: **SONIA R. DE LEON**

PBB Task Force and NPREC Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the granting of Performance-Based Bonus (PBB) for year 2014, **(name of region)** hereby submits the consolidated Reports on Ranking of Schools (Form 1.0) in this region.

This is to certify that the herein ranking reports for elementary level are prepared by the respective Division Performance Review and Evaluation Committees (DPRECs) and validated by the Regional Performance Review and Evaluation Committee (RPREC) in accordance to the provisions stipulated in DepEd Order No. __, s. 2015. This is to certify further that the herein ranking reports for secondary level are prepared and validated by the RPREC in accordance to the provisions stipulated in the said Order.

This letter of certification is being issued to attest the truth and accuracy of all the information contained in the herein reports based on available records, data and information that can be verified with the Enhanced Basic Education Information System (EBEIS), National Educational Testing and Research Center (NETRC) and this region.

Very truly yours,

RPREC Chair
(signature over printed name)

Regional Director
(signature over printed name)

Transmittal and Certification Letter Template
(Report on Ranking of Personnel – Form 2.0)

(Letterhead)

JESUS L.R. MATEO

Assistant Secretary

Chair, PBB Task Force and

National Performance Review and Evaluation Committee (NPREC)

Attention: **SONIA R. DE LEON**

PBB Task Force and NPREC Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the granting of Performance-Based Bonus (PBB) for year 2014, **(name of region)** hereby submits the consolidated Reports on Ranking of Personnel (Form 2.0) in this region and divisions.

This is to certify that the herein ranking reports for the division office personnel, including the personnel in the district offices and ALS/mobile teachers, are prepared by the respective Division Performance Review and Evaluation Committees (DPRECs) and validated by the Regional Performance Review and Evaluation Committee (RPREC) in accordance to the provisions stipulated in DepEd Order No. ____, s. 2015. This is to certify further that the herein ranking reports for the regional office personnel are prepared and validated by the RPREC in accordance to the provisions stipulated in the said Order.

This letter of certification is being issued to attest the truth and accuracy of all the information contained in the herein reports based on available records, data and information that can be verified in this region.

Very truly yours,

RPREC Chair
(signature over printed name)

Regional Director
(signature over printed name)

Process Flow for Ranking of Delivery Units and Personnel

Annex 10

DIVISION

REGION

CENTRAL

Agency Eligibility
(Jan-Apr 2015)

Submits the Certification of Compliance (COC) with the following:
1. FY 2014 PhilGEPS Posting
2. FY 2013 SALN Submission/Filing
Ensures compliance with the Citizen's Charter/ARTA

Submits Forms A, A1 & B to IATF; and complies with the Good Governance Conditions

Ranking of Delivery Units and Personnel
(Jul-Aug 2015)

Submits Form 1.0 for Elementary to RO
Submits Form 2.0 for DO Proper to RO

Prepares Form 1.0 for Secondary
Prepares Form 2.0 for RO Proper

Prepares Form 2.0 for CO Proper
Prepares Form 1.1 for CO, RO, DO; and matches with Form 2.0

Submits consolidated Form 1.0 for Elementary & Secondary to PBB Secretariat

Consolidates and submits Summary of Ranking Reports to EXECOM for approval
(August 2015)

Submits consolidated Form 2.0 for DO & RO Proper to PBB Secretariat

Submits Summary of Ranking Reports to IATF for approval and funding
(August-September 2015)

Grant of PBB
(Sept 2015)

RELEASE OF FY2014 PBB TO DEPED SCHOOLS AND OFFICES

Transmittal and Certification Letter Template
(List of names and contact information of PREC)

(Letterhead)

JESUS L.R. MATEO

Assistant Secretary

Chair, PBB Task Force and

National Performance Review and Evaluation Committee (NPREC)

Attention: **SONIA R. DE LEON**

PBB Task Force and NPREC Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the granting of Performance-Based Bonus (PBB) for year 2013, **(name of region)** hereby submits the herein list of names and contact information of the Regional and Division Performance Review and Evaluation Committee members, observers and secretariat.

This is to certify that the said committees shall perform the functions and responsibilities relative to the granting of PBB as stipulated in the provisions under DepEd Order No. ____, s. 2015.

Very truly yours,

RPREC Chair
(signature over printed name)

Regional Director
(signature over printed name)

Regional Performance Review and Evaluation Committee (RPREC)

Region: _____

Name	Position	Contact Information (email, telephone no. and mobile no.)
Chair:		
Members:		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Observer:		
Secretariat:		

Division Performance Review and Evaluation Committees (DPREC's)

Division: _____

Name	Position	Contact Information (email, telephone no. and mobile no.)
Chair:		
Members:		
1.		
2.		
3.		
4.		
5.		
6.		
Observer:		
Secretariat:		