



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

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DIVISION MEMORANDUM

No. 239

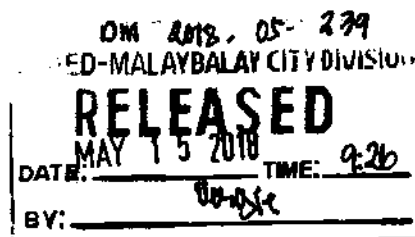
s. 2018

TO: School Heads (Public Elementary, Junior HS and Senior HS)
All Others Concerned

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: May 10, 2018

RE: **COMPLIANCE TO PBB 2017 REQUIREMENT FOR THE SCHOOLS**



1. Pursuant to the herein Unnumbered DepEd Memorandum dated April 25, 2018 re: **Grant of Performance-Based Bonus (PBB) FY 2017 Orientation Cum Consultation Meeting on Filling-up of Newly Created Positions and Reconciliation of Personnel Inventory**, this Office hereby directs all school heads the accomplishment and submission of the School Personnel Data Form 1.2 to be used in the upcoming orientation and validation workshop for the grant of PBB 2017 at Butuan City.

2. Further, this Office advises all concerns to adhere the following instructions:

2.1. Accomplish the School Personnel Data Form 1.2 in hard copies (2 file copies) and soft copy to be sent via email (pbb2017.depedmalaybalay@gmail.com) with the name of school as the e-mail subject. The aforementioned form can be downloaded at depedmalaybalay.net/downloads specifically under the Personnel Section. Complete and accurate filling up of the form are required. Print the accomplished form in legal size book paper, Times New Roman, font size 11, and landscape format. For additional entries, add rows; however, do not modify the excel format of the School Personnel Data Form 1.2 for easier validation and consolidation of this Office.

2.2. Submit the accomplished School Personnel Data Form 1.2 to this Office Attention: Guia Ma. G. Gamutin, Administrative Officer IV-Personnel, on or before May 18, 2018.

3. For information, guidance, and compliance.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE DIVISION WEBSITE

emailed / posted




Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

TO: Regional Directors
Schools Divisions Superintendents
Division HRMO's
Personnel In-Charge of Performance-Based Bonus

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Grant of Performance-Based Bonus (PBB) FY 2017
Orientation Cum Consultation Meeting on Filling-up of
Newly Created Positions and Reconciliation of Personnel
Inventory*

DATE: April 25, 2018

The Department of Education through the Personnel Division of the Bureau of Human Resources and Organizational Development (BHROD), and Planning and Programming Division of the Planning Service will conduct a joint activity relative to the grant of FY 2017 Performance Based Bonus, and personnel inventory. This activity will be conducted into two (2) parts which aims to:

Part I - Orientation and Validation Workshop for the Grant of FY 2017 PBB

- conduct performance rating and ranking of all DepEd delivery units and personnel; and,
- gauge the Regional Offices (RO) and Schools Division Offices (SDO) on the 2017 PBB, particularly on the eligibility criteria, procedures, outputs needed, and timeline.

Part II - Consultation Meeting on Filling-up of Newly Created Positions and Reconciliation of Personnel Inventory

- validate data from Department of Budget and Management (DBM) Personal Services Itemization and Plantilla of Personnel (PSIPOP), DepEd's Enhanced Basic Education Information System (EBEIS) and Regional Payroll System Units (RPSUs) to ensure that the data reported is complete, accurate, secure and consistent, and,
- reconcile data inconsistencies between PSIPOP, EBEIS and RPSUs.

The following will be the schedule of activities including the venue:

Regions	Dates and Venue	Focal Person
III and NCR	May 1-4, 2018, within Pampanga	Jhen Wagan
I, II and CAR	May 7-10, 2018, within Laoag	Rashid Pandaca
VI and IX	May 13-16, 2018, within Cebu	Jonathan Batenga
VII and VIII	May 15-18, 2018, within Cebu	Rashid Pandaca
IV-A, IV-B and V	May 20-23, 2018, within Laguna	Allan Gutierrez
XI and XII	May 22-25, 2018, within General Santos City	Jhen Wagan
X and XIII	May 28-31, 2018, within Butuan City	Allan Gutierrez

Note: Scheduled dates for every venue includes Day 0 (arrival date) of the participants

All regions and schools divisions are directed to send two (2) participants consisting of the Human Resource Management Officer (HRMO), and one personnel from their respective PMTs who will be directly in-charge in the preparation of PBB reports. Attached as *Annex 1* is the *Program of Activities* for ready reference.

To ensure smooth implementation of the workshop, participants are requested to take note of the following reminders:

1. Confirm participation through tinyurl.com/2017PBBvalidation three days before the activity.
2. Fill-out the following forms which will be emailed by the PMC Secretariat through email account pbb.secretariat@gmail.com:
 - a. [Form 1.2] List of eligible and non-eligible employees
 - b. [Form 1.3] Data Requirements for SDO level ranking
 - c. [Form 1.4] Data Requirements for school level ranking
3. Read the attached Memorandum Circular issued by the Inter-Agency Task Force (IATF). Please take note that, in the determination of the length of service, the variation in the RPMS cycle between school-based and non-school-based personnel as stipulated in Part V (Performance Cycle/Process) of DepEd Order (DO) No. 2, s. 2015 shall be applied.
4. Bring the following documents at the venue in preparation for the Consultation Meeting on Filling-up of Newly Created Positions and Reconciliation of Personnel Inventory:
 - a. Updated copy of Personal Services Itemization and Plantilla of Personnel (PSIPOP) both hard and soft copies.
 - b. Accomplished Plantilla Positions' Inventory Sheet based from PSIPOP as of March 30, 2018. You may download the template thru this google drive link <https://bit.ly/depedpersonnelinventory>
 - c. Teaching Data from Enhanced Basic Education Information System (EBEIS) or the Government School Profile for Elementary, Junior High School and Senior High School.
 - d. Copy of eForm 7 from RPSU
 - e. Updated Profile and Assignment (Status of Filling-up) for 2016, 2017 & 2018 with cut-off date of April 15, 2018
 - f. List of issues and concerns relative to filling-up of positions

- g. List of reasons for non-filling up of unfilled/vacant items.
5. Bring laptop, extension cord, and pocket wifi (if available, for back-up) for internet connectivity and soft copies of the accomplished forms and needed documents during the workshop.
 6. Travelling expenses of region/schools division participants shall be charged against local funds; while the board and lodging of all participants shall be charged against OPD-NSP & PMIS funds, subject to the usual accounting and auditing rules and regulations.
 7. Accommodation starts at 2:00 PM on Day 0, and the first meal to be served will be dinner while last meal to be served is breakfast on Day 4.

For clarifications, please contact the focal person assigned to your region at telephone numbers (02) 633-9345/633-6682.

Strict and immediate compliance to this memorandum is desired.

