



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020 - 08 - 303
MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 2:30
AUG 12 2020 *glaw*

DIVISION MEMORANDUM

No. 303, s. 2020

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned**

From: **VICTORIA V. GAZO, PhD., CESO V**
Schools Division Superintendent

Date: August 11, 2020

Re: **COMPLIANCE TO PBB 2019 REQUIREMENT FOR THE SCHOOLS**

1. Pursuant to Regional Memorandum No. 225, s. 2020 dated June 4, 2020 re: **Applicable Guidelines on the Grant of Performance-Based Bonus to Department of Education Employees and Officials for Fiscal Year 2019**, 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 validation and consolidation workshops of FY 2019 PBB ranking reports.

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

2.1. Accomplish the School Personnel Data Form 1.2 in hard copies (1 file copy) and soft copy to be sent via email (chrismalaybalay@gmail.com) with the name of school as the email 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. Villahermosa, Administrative Officer IV-Personnel, on or before August 20, 2020.

3. For information, guidance, and compliance.

TO BE POSTED ON WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: malaybalay.city@deped.gov.ph

2020-14236



DepEd-X
Cagayan de Oro City

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

JUN 8
12:04

20-41971

RELEASED

Office of the Regional Director

June 4, 2020

REGIONAL MEMORANDUM
No. 225, s. 2020

**APPLICABLE GUIDELINES ON THE GRANT OF PERFORMANCE-BASED
BONUS TO DEPARTMENT OF EDUCATION EMPLOYEES
AND OFFICIALS FOR FISCAL YEAR 2019**

To: Schools Division Superintendents
All Others Concerned

1. The existing guidelines on the grant of Performance-Based Bonus (PBB) to the Department of Education (DepEd) employees and officials as stipulated in DepEd Order (DO) No. 28, s. 2019 shall continue to be binding and effective in FY 2019, or until amended, revoked, rescinded, or modified through the official issuance of a DepEd Order.

2. This directive further implies that the procedures and specific processes for performance reporting and validation, structure of the performance management teams (PMTs), and criteria for individual eligibility and performance review and evaluation (i.e. ranking of delivery units) at the school, schools division, regional, and central office levels shall remain valid and applicable.

3. Hence, heads of offices and members of the PMTs in each governance level are directed to observe the applicable PBB guidelines in the conduct of their respective performance review and evaluation for FY 2019. A separate memorandum shall be issued in relation to the conduct of validation and consolidation workshops of FY 2019 PBB ranking reports. Meantime, it is advised that the following documentary requirements be complied with and submitted to the PMT and/ or appropriate offices to ensure compliance with the FY 2019 PBB requirements and smooth conduct of the performance ranking:

- Results-Based Performance Management System (RPMS) ratings using the Office Performance Commitment and Review (OPCR) Form;



Address : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone Nos.: (088) 856-3932 | (088) 881-3137 | (088) 881-3031
Email Address : region10@deped.gov.ph
Web site : http://deped10.com




- RPMS ratings using the Individual Performance Commitment and Review (IPCR) Form for First and Second Level employees, including officials holding managerial and director positions but are neither Presidential appointees nor covered by the Career Executive Service Performance Evaluation System (CESPES);
- CESPES ratings for Third Level officials and all incumbents of Career Executive Service (CES) positions;
- FY 2018 Statement of Assets, Liabilities, and Net Worth (SALN)
- Liquidation of Cash Advances received in FY 2019;
- Liquidation of FY 2019 school Maintenance and Other Operating Expenses (MOOE);
- Other requirements in compliance with the FY 2019 conditions for agency eligibility set by the Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) as stipulated in Memorandum Circular (MC) No. 2019-1 (copy attached):

4. Further, the DO Performance Management Teams (PMTs) are instructed to collect the documentary requirements and start to validate initially the personnel per delivery unit.

5. Attached is DM-PHRODFO-2020-00076 for reference.

6. For immediate appropriate action.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCIL: DM-PHRODFO-2020-00147

CLMD/elson



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2020-0096

TO: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents
Performance Management Teams in All Governance Levels
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Applicable Guidelines on the Grant of Performance-Based Bonus to the Department of Education Employees and Officials for Fiscal Year 2019*

DATE: February 13, 2020

This is to advise you that the existing guidelines on the grant of Performance-Based Bonus (PBB) to the Department of Education (DepEd) employees and officials as stipulated in DepEd Order (DO) No. 28, s. 2019 shall continue to be binding and effective in FY 2019, or until amended, revoked, rescinded, or modified through the official issuance of a DepEd Order.

This directive further implies that the procedures and specific processes for performance reporting and validation; structure of the performance management teams (PMTs); and criteria for individual eligibility and performance review and evaluation (i.e. ranking of delivery units) at the school, schools division, regional, and central office levels shall remain valid and applicable.

In line with the foregoing, heads of offices and members of the PMTs in each governance level are hereby directed to observe the applicable PBB guidelines in the conduct of their respective performance review and evaluation for FY 2019. A separate memorandum shall be issued in relation to the conduct of validation and consolidation workshops of FY 2019 PBB ranking reports. Meantime, it is advised that the following documentary requirements be complied with and submitted to the PMT and/or appropriate offices to ensure compliance with the FY 2019 PBB requirements and smooth conduct of the performance ranking:

- Results-Based Performance Management System (RPMS) ratings using the Office Performance Commitment and Review (OPCR) Form;
- RPMS ratings using the Individual Performance Commitment and Review (IPCR) Form for First and Second Level employees, including officials holding managerial and director positions but are neither Presidential appointees nor covered by the Career Executive Service Performance Evaluation System (CESPES);

RRR/DH-RRR/DRC/Kristalano

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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Katihim
Office of the Undersecretary

- CESPES ratings for Third Level officials and all incumbents of Career Executive Service (CES) positions;
- FY 2018 Statement of Assets, Liabilities, and Net Worth (SALN);
- Liquidation of Cash Advances received in FY 2019;
- Liquidation of FY 2019 school Maintenance and Other Operating Expenses (MOOE);
- FY 2019 Budget Utilization Rates; and
- Other requirements in compliance with the FY 2019 conditions for agency eligibility set by the Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) as stipulated in Memorandum Circular (MC) No. 2019-1 (copy attached).

Requirement	Accountable Office
Transparency Seal	Central Office
PhilGEPS Posting of all Invitations to Bids and awarded contracts	All DepEd offices in all governance levels*
Citizen's or Service Charter or its equivalent	All DepEd offices in all governance levels*
Streamlining and Process Improvement of the Agency's Critical Services	All DepEd offices in all governance levels*
Citizen/Client Satisfaction	All DepEd offices in all governance levels*
Initial Certification/Recertification of the agency's Quality Management System (QMS) covering at least one (1) process or frontline service as mandated under its existing pertinent laws	Central Office
Budget Utilization Rate	All DepEd offices in all governance levels*
Sustained Compliance with Audit Findings	All DepEd offices in all governance levels*
Budget and Financial Accountability Reports (BFARs)	All DepEd offices in all governance levels*
Procurement requirements: <ul style="list-style-type: none"> - Annual Procurement Plan (APP) Non-Common Use Supplies and Equipment (CSE) - APP-CSE - Undertaking of Early Procurement Activities (EPA) - FY 2018 Agency Procurement Compliance and Performance Indicator (APCPI) Results 	All DepEd offices in all governance levels*
Establishment and Conduct of Agency Review and Compliance Procedure of SALN	All DepEd offices in all governance levels*

SHR01-HR02MRC/Christina

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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Katihim
Office of the Undersecretary

- Freedom of Information (FOI) Program requirements - Central Office
 - Updated People's FOI Manual
 - FOI Reports
 - Screenshot of the agency website's home page containing a visible and functioning FOI logo
- A separate memorandum will be issued disseminating the details of the requirement.*

For further inquiries and clarifications, please coordinate with Ms. Chanda Crisostomo of the Bureau of Human Resource and Organization Development - Human Resource Development Division (BHROD-HRDD) through telephone number: (02) 8470-6630 or email address: chanda.brhd@deped.gov.ph.

For your reference and guidance.