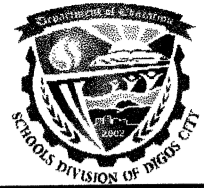




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 816, s. 2017

October 25, 2017

**Conduct of 2016 Performance Based Bonus (PBB)
Clustered Orientations**

To: **AIRON M. ALEJANDRO**
Planning Officer II

ALELI M. CHIONG
Administrative Officer IV

1. You are hereby directed to attend the 'Conduct of 2016 Performance Based Bonus (PBB) Clustered Orientations' on November 7-9, 2017 at Punta Villa Iloilo City.
2. The traveling expenses of school division participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
3. For compliance and information.

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED (135)

Date: OCT 25 2017 Time: 9:42

By:




Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Assistant Schools Division Superintendents/ OIC-ASDS

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT : Conduct of 2016 Performance-Based Bonus (PBB) Clustered Orientations

DATE : October 11, 2017

This has reference to the Memorandum No. DM-PFO-2017-1142 dated October 6, 2017 from Usec. Jesus L.R. Mateo, Undersecretary for Planning and Field Operations, relative to Conduct of 2016 Performance-Based Bonus (PBB) Clustered Orientations, where Region XI under Cluster 4 (Mindanao) is scheduled on **November 7-9, 2017** (inclusive of travel time) at Punta Villa, Iloilo City.

In view of the above, all Schools Division Offices (SDOs) are directed to identify two (2) members from their respective PMTs who will be directly in-charge in the preparation of PBB Reports. For regional consolidation, names of the two participants from each SDO will be submitted to DepEd RO XI through Administrative Division - Personnel Section, **on or before October 13, 2017**.

In preparation for the clustered orientation, SDOs are directed to facilitate the collection of the necessary data/information required for the ranking, as stated in the Regional Unnumbered Memorandum dated October 9, 2017, re: *Submission of data/information needed for FY 2016 Performance-Based Bonus (PBB)*. Identified region/schools division participants will convene on **October 27, 2017** at the DepEd Regional Office XI, to finalize the needed data and documents.


Moreover, participants are directed to bring soft copies of the accomplished forms during the clustered orientation, along with at least one (1) laptop per RO or SDO. The travelling expenses of region/schools division participants shall be charged against local funds, while the board and lodging shall be charged against CO-GAS, subject to the usual accounting and auditing rules and regulations.

For immediate dissemination and strict compliance.

Incls: as stated

ROA5/PS/jtg

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: 
Date: 10/11/17 Time: _____




Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

DM-PFO-2017-1142

TO: Regional Directors
Schools Division Superintendents
Performance Management Teams
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: **Conduct of 2016 Performance-Based Bonus Clustered Orientations**

DATE: 06 October 2017

1. The Performance-Based Bonus (PBB) is a top-up bonus for government employees and officials in accordance with their contribution to the accomplishment of the overall agency targets and commitments. In order to be eligible for the grant of the PBB, agencies must conduct performance rating and ranking of all its delivery units and personnel.
2. The *Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Office for Fiscal Year 2016* stipulates the procedures and criteria for the grant of PBB for all DepEd employees in every governance level – central, regional and schools division offices, and schools.
3. To gauge the Regional Offices (RO) and Schools Division Offices (SDO) on the 2016 PBB, particularly on the eligibility criteria, procedures, outputs needed, and timeline, the Performance Management Committee (PMC) Secretariat will be conducting a series of clustered orientations for selected representatives of the RO and SDO Performance Management Teams (PMT) on the following dates:

Regions and Cluster	Dates and Venue
Cluster 1 (Luzon I) Regions III, IV-A, IV-B and V	October 22-25, 2017 (<i>inclusive of travel time</i>) within Antipolo City
Cluster 2 (Luzon II) Regions I, II, CAR and NCR	October 25-28, 2017 (<i>inclusive of travel time</i>) within Antipolo City

Note: Identified participants are expected to be at the venue on Day 0 at 3:00 PM. The first meal will be dinner on Day 0 and the last meal will be lunch on Day 3.

Regions and Cluster	Dates and Venue
Cluster 3 (Visayas) Regions VI, VII and VIII	November 5-7, 2017 <i>(inclusive of travel time)</i> Punta Villa, Iloilo City
Cluster 4 (Mindanao) Regions IX, X, XI, XII and XIII	November 7-9, 2017 <i>(inclusive of travel time)</i> Punta Villa, Iloilo City

Note: Identified participants are expected to be at the venue on Day 0 at 3:00 PM. The first meal will be dinner on Day 0 and the last meal will be lunch on Day 2.

4. In view of the above, **all regions and schools divisions are directed to select and send two (2) members from their respective PMTs who will be directly in-charge in the preparation of PBB reports.** Regions are requested to send a consolidated list of names of the RO and SDO participants to pbb.secretariat@gmail.com **on or before October 16, 2017, Monday.**
 5. In preparation for the orientation, ROs and SDOs are requested to facilitate the collection of the necessary data/information required for the ranking. The PMC Secretariat will be sending using the official PBB email account (pbb.secretariat@gmail.com) the PBB templates/forms that need to be filled out with the following:
 - a. [Form 1.2] Names of personnel (both eligible and non-eligible)
 - b. [Form 1.2] Salary grade, salary step, and monthly basic salary as of December 31, 2016 of each personnel
 - c. [Form 1.4] OPCRIF overall scores
 - d. [Form 1.4] MOOE liquidation
- Participants are directed to bring soft copies of the accomplished forms during the orientation, along with at least one (1) laptop per RO or SDO.
6. The travelling expenses of region/schools division participants shall be charged against local funds; while the board and lodging of all participants and CO staff, travelling expenses of CO personnel, supplies and materials, contingency and other incidental expenses shall be charged against CO-GAS, subject to the usual accounting and auditing rules and regulations.
 7. Attached as *Annex 1* is the *Program of Activities* for ready reference.
 8. For clarifications, please contact Ms. Melissa M. Salazar at telephone number (02) 636-6546 or through her email address, melissa.salazar@deped.gov.ph.
 9. Strict and immediate compliance to this memorandum is desired.



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary

Annex 1 (A)

PROGRAM OF ACTIVITIES
(Luzon I and II Clusters)

DAY 0 **Check-in (3:00 PM)**
First Meal: Dinner

DAY 1

8:00 – 8:30 AM	Registration
8:30 – 10:00 AM	Opening Program Welcome Remarks Opening Remarks Objectives and Expectation Setting House Rules and Mechanics
10:00 – 10:15 AM	Morning Break
10:15 – 12:00 PM	BHROD Perspective
12:00 – 1:00 PM	Lunch Break
1:00 – 2:30 PM	Orientation on PBB Guidelines
2:30 – 2:45 PM	Afternoon Break
2:45 – 4:30 PM	Orientation on PBB Templates/Forms
4:30 – 5:00 PM	Next Steps and Reminders for Day 2

DAY 2

8:00 – 8:30 AM	Registration
8:30 – 10:00 AM	Management of Learning / Question and Answer
10:00 – 10:15 AM	Morning Break
10:15 – 12:00 PM	GMIS Reconciliation
12:00 – 1:00 PM	Lunch Break
1:00 – 3:30 PM	Next Steps and Monitoring Process
3:30 – 4:00 PM	Closing Remarks

DAY 3 **Check-out (12:00 NN)**
Last Meal: Lunch

PROGRAM OF ACTIVITIES
(Visayas and Mindanao Clusters)

DAY 0 **Check-in (3:00 PM)**
First Meal: Dinner

DAY 1

8:00 – 8:30 AM	Registration
8:30 – 10:00 AM	Opening Program Welcome Remarks Opening Remarks Objectives and Expectation Setting House Rules and Mechanics
10:00 – 10:15 AM	Morning Break
10:15 – 12:00 PM	BHROD Perspective
12:00 – 1:00 PM	Lunch Break
1:00 – 2:30 PM	Orientation on PBB Guidelines
2:30 – 2:45 PM	Afternoon Break
2:45 – 4:30 PM	Orientation on PBB Templates/Forms
4:30 – 5:00 PM	Next Steps and Reminders for Day 2

DAY 2 **Check-out (12:00 NN)**
Last Meal: Lunch

7:30 – 8:00 AM	Registration
8:00 – 9:00 AM	Management of Learning / Question and Answer
9:00 – 9:15 AM	Morning Break
9:15 – 12:00 NN	GMIS Reconciliation Next Steps and Monitoring Process Closing Remarks
12:00 NN	Lunch Break and Check-out