



August 30, 2019



MEMORANDUM

Subject : VALIDATION WORKSHOPS RELATIVE TO THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2018

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Performance Management Teams
This Region

1. Attached is Unnumbered Memorandum dated August 28, 2019 from the Office of the Undersecretaries relative to the conduct of Validation Workshops for the grant of FY 2018 Performance-Based Bonus on **September 8-12, 2019** in **Butuan City** (venue to be announced).
2. All schools division offices (SDOs) are directed to send **three (3) personnel** who are in charge of or are directly involved in the preparation of PBB reports. Participants must register at <http://bit.ly/PBBRegistration> on or before **September 6, 2019, Friday**.
3. In preparation for the said activity, all SDOs are required to download and fill out the prescribed forms at <https://deped.in/2018PBB>. Take note of the following, particularly the deadline of submission for ranking reports:
 - a. SDOs are required to submit soft copies of the **Report on Ranking of Delivery Units (Form 1.3)** through caraga.personnel@deped.gov.ph on or before **September 4, 2019, Wednesday**.
 - b. SDOs shall finalize the list of eligible employees and the PBB amounts (Form 1.1) before the scheduled date of the workshop on September 8, 2019.
4. Participants are required to bring soft copies of their initial reports, one (1) laptop per participant and at least one (1) broadband/pocket wifi per SDO.
5. Travelling expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. Attached are copies of the draft guidelines, schedules, and program of activities for your perusal and ready reference.
7. For your guidance and immediate compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC, Office of the Regional Director

PS/srp
08/30/2019

DCC No.
DepEdRO13-F-PAU-001/R0/1-7-2019

Document Tracking No.



2019-08-12743



(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph