



Republic of the Philippines
Department of Education
CARAGA REGION



September 8, 2020

REGIONAL MEMORANDUM
No. 515, s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
This Region

**WORKSHOP ON THE PREPARATION AND FINALIZATION OF
2019 PERFORMANCE-BASED BONUS (PBB) REPORTS**

1. In accordance with Memorandum DM-PHRODFO-2020-00076 dated February 13, 2020 on the Applicable Guidelines on the Grant of Performance-Based Bonus to the Department of Education Employees and Officials for Fiscal Year 2019, a virtual workshop on the preparation and finalization of 2019 PBB Reports will be conducted on November 20, 23 and 24, 2020 via Google Meet.
2. There will be three (3) participants from each Schools Division Offices: (1) PMT Chairperson, (1) HRMO, (1) Personnel directly involved/incharge in the preparation of PBB reports and has attended the previous PBB orientation conducted by Central Office.
3. In preparation for the said workshop, Schools Division Offices are required to completely fill out the attached PBB Form 1.3 and Form 1.0 for presentation during the workshop.
4. Submit the names of your participants on or before November 19, 2020 to <http://deped.in/2019PBBWorkshop>.
5. Internet connectivity allowance worth Two Hundred Pesos (P200.00) per day will be provided to SDO participants. Regional Office participants will be provided with meals and snack chargeable against ASD funds subject to the usual accounting and auditing rules and regulations.
6. For your guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director IV
Regional Director

Encls.: Memorandum DM-PHRODFO-2020-00076
PBB Forms 1.3 and 1.0

Reference: DepEd Order No. 28, s. 2019
To be indicated in the Perpetual Index
under the following subjects:

PER/srp
11/17/2020

BENEFIT	EMPLOYEES	PERFORMANCE TEACHERS
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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2020-0074

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);

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- 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: - 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*

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Freedom of Information (FOI) Program requirements: - Updated People's FOI Manual - FOI Reports - Screenshot of the agency website's home page containing a visible and functioning FOI logo	Central Office
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**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: bhrod.hrdd@deped.gov.ph.

For your reference and guidance.

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