



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC Chiefs – CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**
City Schools Division Superintendent

SUBJECT : **SUBMISSION OF SCHOOL LEVEL PRET FOR PBB 2017**

DATE : July 7, 2018

All public elementary and secondary school heads are hereby directed to submit the List of Eligible and Non-Eligible Employees for Fiscal Year (FY) 2017 Performance-Based Bonus (PBB) using School Level Performance Review and Evaluation Template (PRET) or PBB Form 1.2 which can be downloaded www.bit.ly/PBB2017Antipolo.

The criteria for eligibility of individuals are stated in the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2017 – 1, *Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016*, and DepEd Order 53 s. 2017, entitled "*Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2016*". (See Enclosure 1)

The list shall be submitted to the Division Office in hard and soft copies (Excel format) using the attached prescribed template not later than **July 16, 2018**, Attention: Planning and Research Section. To expedite the consolidation of the list, soft copies may be sent through email in advance at depedantipolo.planning@deped.gov.ph with Subject "PBB 2017 – *schoolname*"

School heads as Chair of the School Performance Management Team (PMT) shall be responsible and accountable for any inaccuracy in the report to be submitted.

For your information and compliance.



Enclosure 1 of UM-~~201~~ s. 2018

INDIVIDUAL ELIGIBILITY FOR PERFORMANCE-BASED BONUS FY 2017

1. Employees belonging to the First and Second Levels, and other officials performing managerial and executive functions, who are neither Presidential appointees nor covered by the CESPES, should receive a rating of at least "Satisfactory" under the RPMS.

Third Level officials and all incumbents of CES positions should receive a rating of at least "Satisfactory" under the CESPES. Payment of the PBB to Third level officials shall be contingent on the results of the CESPES.

2. An official or employee who has rendered a minimum of nine (9) months of service in the current rating period, and with at least "Satisfactory" performance rating may be eligible to the full grant of the PBB.

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service in the current rating period, and with at least "Satisfactory" performance rating may be eligible for the grant of PBB on a prorated basis corresponding the actual length of service rendered, as follows:

Criteria for Pro-rating

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine month actual service requirement to be considered for PBB on a pro-rata basis:

- i. Being a newly hired employee
- ii. Retirement
- iii. Resignation
- iv. Rehabilitation Leave
- v. Maternity Leave and/or Paternity Leave
- vi. Vacation or Sick Leave with or without pay
- vii. Scholarship/Study Leave
- viii. Sabbatical Leave



An employee who is on a vacation or sick leave, with or without pay, for the entire year shall not be eligible to the grant of the PBB.

3. 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 DO No. 2, s. 2015 shall be applied.

- *School-based personnel (assigned and/or detailed in the schools) – April 2017 to March 2018*
- *Non-school-based personnel (assigned and/or detailed in DepED offices including DALSC and ALS mobile teachers) – January to December 2017*

4. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of PBB shall come from the parent agency. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she shall be included in the recipient agency.

The same shall apply to personnel on detail, reassigned, and transferred to other delivery units within DepEd, except that the payment of PBB shall come from the delivery unit where he/she is rated and ranked.

5. Personnel found guilty of administrative and/or criminal cases filed against him/her and meted penalty in the current rating period shall not be entitled to the grant of PBB, notwithstanding the pendency of an appeal. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within the current rating period. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

6. An official or employee who failed to submit the Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under Civil Service Commission (CSC) MC No. 3, series 2015, shall not be entitled to the grant of PBB. The filing of SALN is in accordance with the Republic Act (RA) 6713, otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees, which states that SALN must be filed: i) within thirty (30) days after assumption of the office; ii) on or before April 30 of every year thereafter; and iii) within thirty (30) days after separation from the service. Failure of an official or employee to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties: i) 1st offense – suspension for one (1) month and one (1) day to six (6) months; and ii) 2nd offense – dismissal from the service.



7. An official or employee who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the Commission of Audit (COA) shall not be entitled to grant of PBB.

8. The Department Secretary, through the PMC and PMTs, should ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their Cash Advance, and completed the RPMS forms, as these will be the basis for the release of PBB to individuals.

For questions and clarifications please confer with the SEPS-Planning and Research Section at the Division Office or through email at depedantipolo.planning@deped.gov.ph.

UM-~~2014~~²⁰¹⁸ S, 2018
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