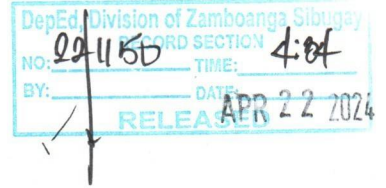




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



22 April 2024

DIVISION MEMORANDUM

NO. 137, s. 2024

**PREPARATION OF REPORTS RELATIVE TO PERFORMANCE BASED BONUS (PBB)
FOR FY 2022**

To OIC — Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
District-in-Charge
School Administrative Officers
All Others Concerned
This Division

1. Pursuant to DM-OUHROD-2024-0736 re: Final Validation Results for the FY 2022 Performance-Based Bonus (PBB) and Preparation of Form 1.0, this Office through the Personnel Section hereby informs all School Heads and School Administrative Officers/Non-Teaching Staff of this Division of the 2022 PBB Templates for data gathering.
2. The School Administrative Officers/Non-Teaching Staff are enjoined to download the PBB Templates through bit.ly/depeds-pbb
3. The rating period for school-based personnel shall cover the period **August 1, 2022 to July 31, 2023** as stipulated in DepEd Order No. 34 s. 2022. On the other hand the rating period of non-school based personnel shall covers **January – December** of FY 2022.
4. To be considered eligible to the FY 2022 PBB, personnel should meet the following requirements indicated in AO 25 MC No. 2022-1:
 - a. Submitted the applicable RPMS Forms (IPCRF/OPCRF/CESPES Rating) with **at least "Very Satisfactory"** rating.
 - b. Submitted the 2021 Statement of Assets, Liabilities and Net Worth (SALN)
 - c. No Unliquidated Cash Advance
 - d. Not found guilty of any administrative/criminal case by final executory judgment in FY 2022
 - e. Must have rendered **at least nine (9) months service** during the fiscal year; those who **rendered less than nine (9) months but minimum of three (3) months of service shall be entitled to the PBB in a pro-rata basis** corresponding to the actual length of service rendered.
5. School Heads and School Administrative Officers are reminded to submit the PBB 2022 Reports through the District Focal Person.
6. District Focal Person (Administrative Officers) are tasked to consolidate, monitor, and ensure the 100% submission of Form 1.0 of all schools in the assigned Districts. All Form 1.0 shall be submitted to the Personnel Section on or before **April 30, 2024 (Tuesday)** through bit.ly/depeds-pbb





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7. Below is the prescribed timeline on the submission of PBB reports.

DATE	ACTIVITY
April 22 - April 30, 2024	Preparation and Submission of Form 1.0 - List of Eligible personnel to the assigned District
May 2 - 7, 2024	SDO Validation of PBB 2022
May 8, 2024	Submission of Form 1.0 to the RO

8. Immediate dissemination and strict compliance with this Memorandum is directed.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent

THERESE ANGELIE M. CAMACHE
Attorney III

Encl: As stated

To be indicated in the Perpetual Index under the following subjects:

PBB
INCENTIVE

ZS-DM-OSDS-PER-2024-06-043-0
RRAR-20230422

