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

DIVISION MEMORANDUM
No. 742, s. 2019

September 10, 2019

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

To: **FRANCIS JUDE D. ALCOMENDRAS – Administrative Officer V**
GUY R. MARA-ASIN – Administrative Assistant III
MA. BERNADETTE V. PAGAYON – Administrative Assistant II

1. Pursuant to the unnumbered Memorandum dated August 28, 2019 of Annalyn M. Sevilla, Undersecretary and Atty. Revsee A. Escobedo, Assistant Secretary of the Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, are hereby enjoined to attend the "**VALIDATION WORKSHOPS RELATIVE TO THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2018**" shall be conducted on September 15-19, 2019 in a function facility within General Santos City.

2. All travel and other incidental expenses related to the attendance of the abovementioned validation workshop shall be charged to respective local funds or MOOE funds of the division office, subject to the usual accounting rules and regulations.

3. For immediate dissemination and strict compliance.

WINNIE E. BATOON, Ed. D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

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MEMORANDUM
OM-PHRODFO 2019-____

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

FROM: **JESUS L.R. MATEO**
Undersecretary

ANNALYN M. SEVILLA
Undersecretary

Atty. REVSEE A. ESCOBEDO
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary

SUBJECT: ***Validation Workshops Relative to the Grant of the Performance-Based Bonus for FY 2018***

DATE: 28 August 2019

This has reference to the grant of the Performance-Based Bonus (PBB) for FY 2018, which requires agencies to conduct a performance rating and ranking of all its delivery units and personnel. In order to facilitate the release of the PBB to its eligible employees and officials at the soonest possible time, should the Department be deemed eligible, there is a need to expedite the processing and validation of all rating and ranking reports nationwide.

In view of the above, the Bureau of Human Resource and Organizational Development - Personnel Division will conduct a series of validation workshops in the sixteen (16) regions with the following objectives:

1. Provide technical assistance to field counterparts
2. Validate the reports of field offices prior to their submission to the DepEd Central Office (CO) and onward submission to the Department of Budget and Management (DBM)
3. Finalize the list of eligible employees and the respective PBB amounts they are entitled to
4. Ensure that final reports are submitted to the National Performance Review and Evaluation Committee (NPREC) Secretariat at the soonest possible time

All regional offices (ROs) and schools division offices (SDOs) are hereby directed to send three (3) personnel who are in-charge of or are directly involved in the preparation of PBB reports to participate in the workshops at their respective schedules. Participants must register at http://bit.ly/PBBRegistration on or before **September 6, 2019, Friday**. Kindly ensure that the participants' details, especially complete names, are encoded during registration as this information will be reflected on the Certificates of Appearance and Participation to be distributed at the end of each workshop.

In preparation for the said activity, ROs and SDOs are required to download and fill out the prescribed forms at https://deped.in/2018PBB. Kindly take note of the following, particularly the deadline of submission for ranking reports.

a. ROs are requested to prioritize and submit soft copies of the Report on Ranking of Delivery Units (Form 1.3) through pbb.secretariat@deped.gov.ph *on or before September 6, 2019, Friday*
b. Validated ranking reports will be returned five (5) working days upon submission
c. ROs shall disseminate copies of the duly signed ranking reports to their respective SDOs
d. SDOs shall finalize the lists of eligible employees and the PBB amounts (Form 1.1)

Please also note of the following administrative instructions:

a. Participants are required to bring soft copies of their initial reports, one (1) laptop per participant and atleast one broadband/pocket wifi per SDO
b. Travelling expenses of participants from ROs and SDOs shall be charged against local funds, subject to the usual accounting and auditing rules and regulations
c. Travelling expenses of CO personnel, supplies and materials, contingency and other incidental expenses shall be charged against CO-OPDNSP funds, subject to the usual accounting and auditing rules and regulations

Attached are copies of the draft guidelines, schedules, and program of activities for your perusal and ready reference.

Further clarifications and/or queries regarding this activity may be directed to Ms. Jhen Wagan of the PBB Secretariat, Personnel Division, DepEd Central Office at telephone number (02) 636-6546 or email at pbb.secretariat@deped.gov.ph.

PROGRAM OF ACTIVITIES

DAY 0

CHECK IN	:	3:00 PM
FIRST MEAL	:	DINNER

DAY 1

8:00 - 9:00 AM	REGISTRATION
9:00 - 9:30 AM	OPENING PROGRAM
9:30– 12:00 NN	UPDATES ON 2017 AND 2018 PBB ELIGIBILITY REQUIREMENTS
12:00 - 1:00 PM	BREAK
1:00 - 3:00 PM	ORIENTATION ON FY 2018 PBB GUIDELINES
3:15 - 3:30 PM	WORKSHOP MECHANICS
3:30 - 4:30 PM	RO & SDO STRATEGIC PLANNING
4:30 - 4:45 PM	INVENTORY OF REPORTS
4:45 - 5:00 PM	NEXT STEPS AND REMINDERS FOR DAY 2

DAY 2

8:00 - 8:30 AM	REGISTRATION
8:30 - 12:00 NN	VALIDATION OF PBB REPORTS
12:00 - 1:00 PM	BREAK
1:00 PM - 4:45 PM	CONTINUATION OF VALIDATION OF PBB REPORTS
4:45 - 5:00 PM	NEXT STEPS & REMINDERS FOR DAY 3

DAY 3

8:00 - 8:30 AM	REGISTRATION
8:30 - 12:00 NN	FINALIZATION OF PBB REPORTS
12:00 - 1:00 PM	BREAK
1:00 PM - 3:00 PM	CONTINUATION OF FINALIZATION OF PBB REPORTS
3:00 - 4:30 PM	SUBMISSION OF PBB REPORTS
4:30 - 4:45 PM	AGREEMENTS & NEXT STEPS
4:45 - 5:00 PM	CLOSING PROGRAM

SCHEDULE

CLUSTERING	DATE *(inclusive of travel time)*	NO. OF PARTICIPANTS	VENUE
Batch 1	SEPT. 1-5, 2019		Vista Marina Hotel and Resort Olongapo City
Region III		66	
NCR		51	
Batch 2	SEPT. 8-12, 2019		within Butuan City
Region X		45	
CARAGA		39	
Batch 3	SEPT. 15-19, 2019		within General Santos City
Region XI		33	
Region XII		30	
Batch 4	SEPT. 22-26, 2019		within Legazpi City
Region IV-A		66	
Region IV-B		24	
Region V		42	
Batch 5	SEPT. 29 - OCT. 3, 2019		within Cebu City
Region VI		63	
Region VII		60	
Region VIII		42	
Region IX		27	
Batch 6	OCT. 6-10, 2019		within La Union
Region I		45	
Region II		30	
CAR		27	