



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Division Memorandum

No. 317, s 2018

To : Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Division Education Program Supervisors
Public Schools District Supervisors/ District In-Charge
Elementary and Secondary School Heads
District and School ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**
Schools Division Superintendent *Wilfrida* *76*

Subject: **URGENT SUBMISSION OF REPORTS FOR THE GRANT OF 2017 PERFORMANCE – BASED BONUS (PBB)**

Date: June 1, 2018

1. In view of the **URGENCY** of the report submission for the grant of the **2017 Performance – Based Bonus (PBB)**, all School Heads and ICT Coordinators are directed to prepare the ff. reports:
 - a. Form 1.2 (both hard and soft copy)
 - b. Form 1.4 (both hard and soft copy)
 - c. 2017 duly signed School Head OPCRf (photo copy)
2. Submit the **duly signed** hard copy at the Division ICT Unit Office and e-mail the softcopy in excel format at this account: remylin.gaogao@deped.gov.ph. Observe proper file naming when sending the softcopy by the following the given format: **PBB Form1.2 or Form1.4_SCHOOL NAME_School ID** (ex. PBB Form1.2_MALAKAS ES_303111).
3. Use the same PBB guidelines in identifying the eligibility of each school personnel. Contact this mobile no.: 0977 1707461 for any further clarifications.
4. Templates of the Forms are shared at the FB and EDMODO Group.
5. Immediate dissemination and compliance of this Division Memorandum is desired. 04 JUN 2018