

October 1, 2026

DIVISION MEMORANDUM

No. 790 s, 2026

**ORIENTATION-WORKSHOP ON DATA PREPARATION FOR THE
FY 2024 PERFORMANCE-BASED BONUS (PBB)**

To: Schools Division Office Personnel
School Administrators
Administrative Officers/Assistants
All Others Concerned

1. An orientation workshop on data preparation for the FY 2024 Performance-Based Bonus (PBB) will be conducted by this office on **October 13, 2026**, at the Baybay City Division Education Center (BCDEC), located at 30 de Diciembre St., Baybay City, Leyte. The schedule of activities is as follows: **Districts 1 to 5 at 8:30 AM, and Districts 6 to 10 at 1:30 PM.**
2. The participants in this orientation workshop are non-teaching personnel holding regular positions. They are required to bring a laptop, an extension cord, and the completed template.
3. The expected outputs of the workshop are the completed hard and soft copies (in Excel format) of the template, duly validated by the PBB Secretariat. These outputs will serve as the basis for the Division Office in the submission of PBB reports to the Regional Office. Thus, accuracy of all entries is expected.
4. Inquiries and clarifications regarding the completion of the template may be addressed to the HRMO. Additional clarifications may also be made during the conduct of the orientation workshop.
5. Attached is the template, together with the instructions, for the participants' guidance.
6. Expenses incurred in relation to this activity shall be charged against OSDS/MOOE Fund, subject to the usual accounting and auditing rules and regulations.
7. Wide and immediate dissemination of this memorandum is desired.


MANUEL P. ALBAÑO, PhD., CESO V
Schools Division Superintendent

Incl.: As stated

Reference: None

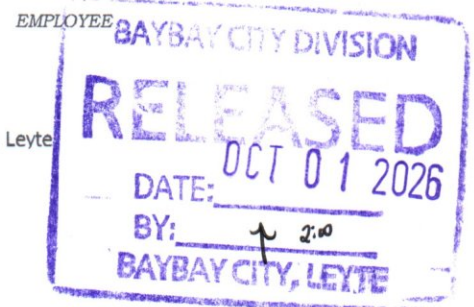
To be indicated in the perpetual index under the following subjects:

PBB

ENTITLEMENT



Address: Diversion Road, Barangay. Gaas, Baybay City, Leyte
Telephone #: (53) 563-7615
Email Address: baybay.city@deped.gov.ph



REPORT ON ENTITLED PERSONNEL FOR FY 2024 PBB

Name of School: _____

No.	NAME OF TEACHER/SCHOOL PERSONNEL	Salary Grade	Step	No. of months rendered from July 1, 2024 to June 30, 2025; if transferred from another school, include service from the previous school	OPCRF/IPCRF SY 2024-2025 (Teachers & SHs)	Submitted SALN for CY 2023? (Yes/No)	Position
	(LAST NAME, FIRST NAME, MIDDLE NAME)	as of December 31, 2024	as of December 31, 2024				as of December 31, 2024
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	e.g. DALISAY, RICARDO AGUAS	11	1	11 months but less than 12 months	4.350	Yes	TEACHER I
1							
2							
3							
4							
5							

Prepared by:

ADAS/AO

Reviewed:

School Head

Verified:

JULIUS CESAR L. DE LA CERNA
HRMO

NOTE:
Do not insert additional column/s, but you can add rows.
Include in the list teachers/personnel who RETIRED, RESIGNED, or PASSED AWAY during the School Year (July 1, 2024 - June 30, 2025).
This template should be thoroughly reviewed by the School Head.

Column 2: List down all personnel in the school, including those who have retired, resigned, or passed away during the SY 2024-2025.
Column 3: Salary Grade of personnel as of December 31, 2024
Column 4: Salary Step of personnel as of December 31, 2024
Column 5: Indicate the number of months rendered from July 1, 2024 to June 30, 2025
Column 6: IPCRF Numerical Rating (SY 2024-2025)
Column 7: Indicate whether the SALN 20203 was submitted or not
Column 8: Indicate the position as of December 31, 2024