



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

04 Sep 2025

DIVISION MEMORANDUM

No. **141** , s. 2025

SUBMISSION OF QUALIFIED EMPLOYEES FOR FY 2023 PERFORMANCE
BASED-BONUS (PBB)

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary Schoolheads
All Teaching and Non-Teaching Personnel
This Division

1. In relation to DepEd Order No. 007, s.2021, titled "Multi-year Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials", this office is requiring all **schools** to submit all qualified employees for PBB 2023 using the required division template which can be accessed through **bit.ly/PBB2023Template**.
2. Accordingly, all schools are required to use a single standardized Excel template for submitting the list of qualified employees. The soft copy must be submitted for consolidation on or before September 30, 2025. The notarized hard copy should be submitted to the Planning Office by October 6, 2025, for validation and final submission to the Central Office on or before October 10, 2025.
3. Other guidelines and reminders in the submission of the Performance-Based Requirements for FY 2023 are as follows:
 - a. Please ensure that names are written in the correct format and in ALL CAPITAL LETTERS (Family Name, First Name, Middle Name).
 - b. Monthly Basic Salary Grade and Salary Step must be as of December 31, 2023.
 - c. The performance rating period for **school-based personnel** shall cover **August 1, 2023 to July 31, 2024** with at least a "**VERY SATISFACTORY**" rating. For **Division Office personnel**, the rating period shall cover **January to December 2023**. Please be guided of PBB policy that NO IPCRF/OPCRF submitted is disqualified to receive 2023 Performance Based Bonus.
 - d. To qualify, employees must have rendered at least **three (3) months of service** within the covered period and must have:
 - Submitted IPCRF / OPCRf Rating for the period of or for SY 2023-2024 with rating of at least "VERY SATISFACTORY (3.5)"
 - Submitted SALN 2022



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- Liquidated Cash Advances / MOOE for SY 2023 with-in reglementary period.
 - Not found guilty of any administrative/criminal case by final executory judgment in 2022.
- e. For personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency or school that rated his/her performance and services is on a continues period for DepEd only.
- f. Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. Note: if equal months were served for each agency, he/she shall be included in the recipient (Actual agency/school).
- g. Personnel who transferred from government agency that are non-participating in the PBB shall be rated by the agency where he/she served the longest: the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating agency.
- h. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service during the current rating period, and with at least “VERY SATISFACTORY” performance rating may be eligible for the grant of PBB on a pro-rata basis corresponding the actual 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%

- i. The following are the valid reasons for an employee who may not meet the nine-month actual service requirements to be considered for PBB on a pro-rate basis:
- i. Being a newly hired employee
 - ii. Retirement
 - iii. Resignation



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- 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
 - ix. Special Leave for Women (RA 9710 or Magna Carta for Women)
 - x. Parental Leave (RA 8972 or Solo Parent Welfare Act.)
- j. Employees who are not eligible for Performance Based Bonus 2023:
- i. IPCRF/OPCRF rating with SATISFACTORY
 - ii. An employee who is on vacation or sick leave, with or without pay, for the entire year shall not be eligible for the grant of the PBB.
 - iii. Personnel found guilty of administrative case and or criminal cases by final executory judgement in FY 2022.
 - iv. Officials and Employee who failed to submit SALN 2022
 - v. Officials and Employee who failed to liquidate all cash advances received in FY 2023
4. All submissions shall be subject to validation and verification at the Division Office. Any false or erroneous entry shall be grounds for the filing of an administrative case such as falsification of documents, with dismissal from the service as the penalty.
5. There will also be an online orientation on the Grant of FY 2023 Performance-Based Bonus on **Monday, September 8, 2025, 1pm** Via MS Teams. The link will be sent to the respective group chats of School Administrative Officers.
6. All District Supervisors are advised to monitor both Elementary and Secondary Public Schools under their area of supervision for accurate and timely submission of data/information required
7. For inquiries, contact Bualan Y. Abid Jr. at 09284382483 and Roel D. Balbareno at 09773941073.
8. For the information, guidance and strict compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph



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PROGRAMS

RDB/OSDS/DM – submission of qualified employees for fy 2023 performance based-bonus (pbb)
0831/September 4, 2025



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