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

29 Sept 2026

DIVISION MEMORANDUM
No. **100** s. 2026

SUBMISSION OF QUALIFIED EMPLOYEES FOR FY 2024 PERFORMANCE BASED-BONUS (PBB)

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

1. Pursuant to DepEd Order No. 007, s. 2021, titled Multi-Year Guidelines on the Grant of Performance-Based Bonus for Department of Education Employees and Officials, all schools are hereby directed to submit the list of qualified employees for the FY 2024 Performance-Based Bonus (PBB) using the prescribed Division template, which may be accessed through the Planning Office Facebook Page.

2. All schools are directed to use the single standardized Excel template provided for submitting the list of qualified employees. The soft copy must be submitted for consolidation on or before October 15, 2026. The notarized hard copy should be submitted to the Planning Office by October 19, 2026, for validation and final submission to the Central Office on or before October 31, 2026.

3. Other guidelines and reminders in the submission of the Performance-Based Requirements for FY 2024 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, 2024.
c. The performance rating period for **school-based personnel** shall cover **July 1, 2024 to June 30, 2025** with at least a "**VERY SATISFACTORY**" rating. For **Division Office personnel**, the rating period shall cover **January to December 2024**. Please be guided of PBB policy that NO IPCRF/OPCRF submitted is disqualified to receive 2024 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 2024-2025 with rating of at least "VERY SATISFACTORY (3.5)"
   - Submitted SALN 2023

- Liquidated all Cash Advances / MOOE for SY 2024 with-in prescribed period.
- Not found guilty of any administrative/criminal case by final executory judgment in 2024.

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.

f. Personnel who transferred from one government agency to another shall be included in the agency where they rendered the longer period of service during the rating period. In cases where the length of service is equal, the employee shall be included in the recipient agency.

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 employee who rendered less than nine (9) months but at least three (3) months of service during the rating period, and who obtained at least a Very Satisfactory performance rating, may be entitled to a pro-rated PBB, 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:
- Newly hired employee
- Retirement
- Resignation
- Rehabilitation Leave
- Maternity Leave and / or Paternity Leave
- Vacation or Sick Leave with or without pay

- Scholarship / Study Leave
- Sabbatical Leave
- Special Leave for Women (RA 9710 or Magna Carta for Women)
- Parental Leave (RA 8972 or Solo Parent Welfare Act.)

j. Employees who are not eligible for Performance Based Bonus 2024:

- IPCRF/OPCRF rating with SATISFACTORY
- 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.
- Personnel were found guilty of administrative case and or criminal cases by final and executory judgement in FY 2023.
- Officials and Employee who failed to submit SALN 2023
- Employees who failed to liquidate outstanding cash advances within the prescribed period in FY 2024

4. Schools shall ensure that employee names (LAST NAME, FIRST NAME MIDDLE NAME), Salary Grade, Salary Step, and length of service are accurately reflected in the prescribed template. The built-in drop-down menus in the Excel file shall be used when applicable.

5. All submissions shall be subject to validation and verification by the Division Office. Any false, misleading, or erroneous information may serve as grounds for the filing of appropriate administrative charges in accordance with existing Civil Service Commission and Department of Education policies.

6. Public Schools District Supervisors are directed to monitor and ensure the timely and accurate submission of reports from all elementary and secondary schools under their jurisdiction.

7. For inquiries and concern, contact Mr. BUalan Y. Abid, Jr., Planning Officer through 0928-438-2483 and Mr. Roel D. Balbareno, Division HRMO through 0977-394-1073.

8. For the information, guidance and strict compliance of all concerned.

Digitally signed by
Frinal Nelyn Botes
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ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index

under the following subjects:

COMMUNICATION
PERFORMANCE

BYA/SGOD-PRS/DM - SubmissionOfQualifiedEmployeesForFY2024PerformanceBased-Bonus (PBB)
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