




Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

TO: Regional Directors
Regions 1, 3, 9, 10

ATTENTION: *Schools Division Superintendents*

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Release of the Performance-Based Bonus (PBB) for Year 2015*

DATE: 28 December 2016

Please be informed that the PBB is now in the phase of release. The Department of Budget and Management Regional Offices (DBM-RO) will be coordinating with your respective offices with regard to the issuance of the Special Allotment Release Order (SARO).

In this regard, you are directed to immediately prepare the payroll on the basis of the attached DBM-approved ranking reports. The same ranking reports should be found attached to the SARO. Public posting of the same for transparency purposes is highly encouraged.

In the preparation of the payroll and payment of PBB, please be reminded to adhere to Section 6(a-h) under Coverage of DepEd Order (DO) No. 56, s. 2016, "Guidelines on the Grant of Performance-Based Bonus (PBB) for the Department of Education (DepEd) Employees and Officials for Fiscal Year 2015." In particular, this is to reiterate Section 12(c), which states that,

Employees who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall pro-rated corresponding to the actual length of service rendered, as follows:

FY2015PBB_jmm

Table 1: Criteria for Pro-rating

<i>Length of Service</i>	<i>% of PBB</i>
<i>8 months but less than 9 months</i>	<i>90%</i>
<i>7 months but less than 8 months</i>	<i>80%</i>
<i>6 months but less than 7 months</i>	<i>70%</i>
<i>5 months but less than 6 months</i>	<i>60%</i>
<i>4 months but less than 5 months</i>	<i>50%</i>
<i>3 months but less than 4 months</i>	<i>40%</i>

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- Being a 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

An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.

Further, Section 6(f) of DO 56 states that “[o]fficials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the Commission on Audit (COA) shall not be entitled to the FY 2015 PBB.”

Regional Offices are hereby instructed to submit a consolidated disbursement report to the PBB Secretariat one (1) week upon release of the PBB.

For further queries/clarifications, please contact Ms. Jen Wagan at telephone numbers (02) 636-6546 or pbb.secretariat@gmail.com.

Strict and immediate compliance to this memorandum is desired.