



Republic of the Philippines
Department of Education

21 JUL 2014

DepEd O R D E R
 No. **33**, s. 2014

**GUIDELINES ON THE GRANTING OF PERFORMANCE-BASED BONUS
 FOR THE DEPARTMENT OF EDUCATION EMPLOYEES
 AND OFFICIALS FOR FISCAL YEAR 2013**

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services, Centers and Heads of Units
 Regional Secretary, ARMM
 Regional Directors
 Schools Division Superintendents
 Heads, Public Elementary and Secondary Schools
 Chiefs of Divisions
 All Others Concerned

1. The Department of Education (DepEd) issues **Guidelines on the Granting of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2013** detailed in Enclosure No. 2. The establishment of a set of guidelines aims to provide for a systematic and evidence-based mechanisms, procedures and criteria for the granting of PBB in DepEd.
2. Pursuant to the provisions of Administrative Order (AO) No. 25 issued by the President on December 21, 2011 entitled *Creating an Inter-Agency Task Force on the Harmonization of the National Government Performance, Monitoring, Information and Reporting Systems*, the national government seeks to rationalize, harmonize, streamline, simplify and unify the efforts of all of the agencies towards the realization of the commitments in the Philippine Development Plan 2011-2016 and the Administration's five Key Results Areas (KRAs) under Executive Order (EO) No. 43. The AO establishes a unified and integrated Results-Based Performance Management System (RPMS) across all departments and agencies within the Executive Branch incorporating a common set of performance scorecard to serve a single source of information on the status of government performance.
3. On July 20, 2012, the President issued the EO No. 80 entitled *Directing the Adoption of the Performance-Based Incentive System (PBIS) for Government Employees*. EO No. 80 is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.
4. The PBIS consists of the Five Thousand Pesos (P 5,000.00) across-the-board Productivity Enhancement Incentive (PEI) and the top-up Performance-Based Bonus (PBB). The PBB shall be given to all government personnel in accordance to their contributions to the accomplishment of the department's overall targets and commitments.

5. To be eligible for PBB, the performance of each agency shall be measured using verifiable and credible indicators based on the following pillars of RPMS:


- a. Department's/Agency's Major Final Outputs (MFOs) and Performance Targets (PT) as specified in the Organizational Performance Indicators Framework (OPIF) and consistent with the targets reflected in the approved OP Form 1-Planning Tool and the Fiscal Year (FY) 2013 Approved Budget;
- b. Department's/Agency's commitments to the President, which are supportive of the priorities under EO No. 43; and
- c. Good governance conditions based on the performance drivers of RPMS, namely:
 - i. Financial stewardship;
 - ii. Process efficiency; and
 - iii. Leadership, learning and growth.

6. Once DepEd, as an agency, acquires eligibility for PBB, the delivery units and personnel within the Department shall be evaluated according to their performance in the achievement of the agency's performance targets.

7. DepEd Memorandum No. 200, s. 2013 entitled *Reconstituting the Task Force on the Performance-Based Bonus (PBB) for the Department of Education* was issued to facilitate the review of DepEd Order No. 12, s. 2013 entitled *Guidelines on the Granting of Performance-Based Bonus (PBB) for the Department of Education (DepEd) Employees and Officials*. The said Task Force conducted marathon meetings to finalize the implementing guidelines on PBB for FY 2013. Enclosure No. 1 contains the Task Force Resolution recommending the implementing guidelines on the granting of PBB.

8. All DepEd Orders and other previous issuances which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.

9. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

References:

DepEd Order: (No. 12, s. 2013)

DepEd Memorandum: Nos. 6, 9 and (200, s. 2013)

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

BENEFITS

EMPLOYEES

OFFICIALS

PERFORMANCE

POLICY

RATING

TEACHERS



REPUBLICA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City



RESOLUTION

WHEREAS, Executive Order (EO) No. 80 (s. 2012) directed the adoption of the Performance-Based Incentive System (PBIS) for government employees based on the principle that service delivery among government agencies can be improved by aligning personnel incentives to their contribution to the overall organizational performance, and recognizing and rewarding exemplary civil servants and well-performing institutions;


WHEREAS, Department of Education (DepEd) Order No. 12 (s. 2013) cascaded the implementing guidelines on the granting of Performance-Based Bonus (PBB) for the Department of Education (DepEd) employees and officials;

WHEREAS, Department of Education (DepEd) Memorandum No. 200 (s. 2013) reconstituted the DepEd PBB Task Force to review and revise DepEd Order No. 12 (s. 2013);

WHEREAS, The reconstituted DepEd PBB Task Force reviewed and revised the guidelines on the granting of PBB for DepEd employees and officials.


NOW THEREFORE BE IT RESOLVED, That upon deliberation and in view of timely and effective implementation of the PBB in the Department, this body recommends the Revised Guidelines for the Granting of Performance-Based Bonus for DepEd Personnel for Fiscal Year 2013.


Done this 23rd day of January 2014 at DepEd Central Office, Pasig City.


JESUS L.R. MATEO
PBB Task Force Chairman
Assistant Secretary for Planning and Development

PBB Task Force Members

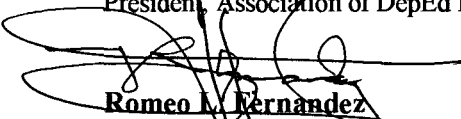
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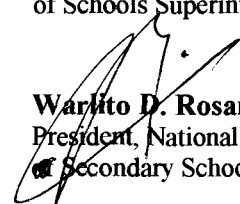

fr: **Marilyn D. Dimaano**
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Jocelyn DR Andaya
OIC-Director, Bureau of Secondary Education


Luz S. Almeda
President, Association of DepEd Directors

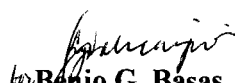
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Warlito D. Rosareal PUBLIC
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Vladimer A. Quetua
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fr: **Benjo G. Basas**
Chairperson, Teachers' Dignity Coalition

**GUIDELINES ON THE GRANTING OF PERFORMANCE-BASED BONUS FOR
DEPED EMPLOYEES AND OFFICIALS FOR FISCAL YEAR 2013**

I. Rationale

1. Executive Order (EO) No. 80, s. 2012 directs the adoption of the Performance-Based Incentive System (PBIS) for government employees, consisting of the Productivity Enhancement Incentive (PEI) and the Performance-based Bonus (PBB). It is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

2. The granting of the PBB in DepEd aims to motivate higher performance and greater accountability and to ensure the achievement of education targets and commitments under the five (5) Key Result Areas (KRAs) laid down in EO No. 43, s. 2011 and the Philippine Development Plan (PDP) 2011-2016. It ultimately seeks to give monetary incentive to each personnel based on his/her performance in achieving the expected outputs of his/her function.

3. In view of the above, this Order aims to establish a PBB system by which the performance of delivery units and personnel within DepEd are assessed based on verifiable and credible indicators.

II. Scope of Policy

4. This DepEd Order provides for the fiscal year (FY) 2013 implementation of PBB in all DepEd schools and offices from the central level down to the schools division level. Each of the attached agencies shall be treated as separate entities. They shall set guidelines on the implementation of PBB in their respective agencies for approval of the DepEd Secretary as recommended by the PBB Task Force. In effect, attached agencies shall conduct the ranking of delivery units and personnel within the agency to be submitted to DepEd for evaluation, consolidation, approval and subsequent transmittal to the Inter-Agency Task Force (IATF).

III. Definition of Terms

5. For purposes of this Order, the following terms are defined/understood as follows:

- a. **Performance-Based Incentive System (PBIS)** is a new system of incentives for government employees, which was introduced in FY 2012 through EO No. 80. The PBIS consists of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB).
- b. **Productivity Enhancement Incentive (PEI)** is the existing PhP 5,000 across-the-board bonus.
- c. **Performance-Based Bonus (PBB)** is a top-up bonus which shall be given to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.
- d. **Major Final Output (MFO)** is a good or service that a department or agency is mandated to deliver to external clients through the implementation of programs, projects and activities.

- e. **Support to Operations (STO)** refers to the activities that provide technical and substantive support to the operations and projects of the department or agency.
- f. **General Administration and Support Services (GASS)** refers to the activities dealing with the provision of overall administrative management support to the entire operation of the department or agency. It includes activities such as general management and supervision, legislative liaison services, human resource development, and financial and administrative services.
- g. **Attached Agencies** refer to agencies attached to a specific department or agency which contribute to its overall mandate but have fiscal and administrative autonomy. Attached agencies of DepEd are the following:
 - o Early Child Care and Development (ECCD) Council;
 - o National Book Development Board (NBDB);
 - o National Council for Children's Television (NCCT);
 - o National Museum; and
 - o Philippine High School for the Arts (PHSA).
- h. **Delivery Unit** refers to the bureaus/services/centers/offices of the central office, the regional offices, the schools division offices and the schools.
- i. **Ranking** refers to the process by which the performance category of delivery units and personnel is determined based on the conduct of performance review and evaluation as stipulated in this Order.

IV. Policy Statement

6. The DepEd hereby establishes the set of guidelines on the granting of PBB to its employees and officials for FY 2013. Once DepEd, as an agency, qualifies or acquires eligibility for the FY 2013 PBB based on the criteria stipulated under Memorandum Circular (MC) Nos. 2013-01, 2013-01-A and 2013-02 of the IATF, the delivery units and personnel within the agency shall be ranked. The ranking shall determine performance category and level of PBB that each personnel shall receive.

Specifically, DepEd shall adopt two ranking strategies to measure performance: (a) two-step ranking in DepEd's division, regional and central levels, wherein delivery units and personnel within these units shall be forced ranked based on the criteria specified in this Order; and (b) group ranking for schools, wherein the amount of PBB of the school personnel shall be determined by the performance category of the school.

A. Agency Eligibility

7. To be eligible for the PBB, DepEd, as an agency, must satisfy the following criteria and conditions:

- a. Achieve at least 90% of each one of the performance targets for the delivery of MFO, STO, and GASS for FY 2013;
- b. Achieve at least 90% of each one of the priority program/project targets for FY 2013 as agreed with the President under the five KRAs of EO No. 43; and

- c. Satisfy 100% of the good governance conditions set by the IATF for FY 2013, to wit:
 - o Maintain/Update the Agency Transparency Seal as mandated in Section 93 of the General Appropriations Act of 2013 (or RA 10352);
 - o Maintain/Update the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) per RA 9184;
 - o Liquidation of all cash advances to officials and employees within the reglementary period, covering transactions of FY 2013;
 - o Update the Citizen's Charter or its equivalent, Service Charter, to reflect improvements in service delivery as mandated by RA 9485 and post the same in the official agency website; and
 - o Compliance with submission and review of the Statement of Assets, Liabilities and Net Worth (SALN) of officials and employees under RA 6713.
- d. Rank performance of delivery units and personnel within these units.

8. Inability to meet any of these pre-conditions shall render ineligibility for FY 2013 PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the department may also be a ground for disqualification to the PBB, upon proper determination and due process.

9. The PBB Task Force shall be responsible for the preparation, consolidation, validation, reporting and monitoring of the Department's eligibility and for ensuring that the results of the forced ranking of delivery units and personnel are aligned with this Order.

B. Coverage

- 10. Delivery units in various levels of DepEd are identified and specified below.
 - a. **Central level.** The Office of the Secretary (OSEC), Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), Bureau of Alternative Learning System (BALS)¹, National Educational Testing and Research Center (NETRC), National Science Teaching Instrumentation Center (NSTIC), School Health and Nutrition Center (SHNC), Administrative Service (AS), Financial and Management Service (FMS), Human Resource Development Service (HRDS), Internal Audit Service (IAS), Office of Planning Service (OPS), Procurement Service (PS), Technical Service (TS), National Educators Academy of the Philippines (NEAP), Educational Development Project Implementing Task Force (EDPITAF), and Baguio Teachers Camp (BTC) shall be treated as separate delivery units.
 - b. **Regional level.** All sixteen (16) regional offices² shall be treated as separate delivery units.

¹ Including Literacy Coordinating Council (LCC)

² Excluding ARMM

- c. **Division level.** All schools division offices of the sixteen (16) regions which have operated and completed at least one (1) fiscal year as of December 31, 2013 and are included in the 2013 General Appropriations Act (GAA) shall be treated as separate delivery units. All schools division offices which have operated for less than one (1) fiscal year as of the cut-off date and which are not included in the 2013 GAA shall be included in the mother division. The list of schools division offices is shown in Annex 1.
- d. **School level.** All elementary and secondary schools of the sixteen (16) regions which have school ID, and have operated and completed at least one (1) school year as of March 31, 2014³ shall be treated as separate delivery units. Annex and extension schools, which do not have school ID as of the start of SY 2013-2014, shall be included in the mother schools.

11. All officials and employees in the Department holding regular plantilla positions, casual and contractual employees having an employer-employee relationship with the Department are qualified for PBB. The following shall be observed in determining eligibility of the individual.

- a. The personnel have rendered at least nine (9) months of service for the year ending March 31, 2014 for teaching personnel including ALS/mobile teachers, and for the year ending December 31, 2013 for non-teaching personnel in the schools, schools division, regional and central offices.
- b. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" under the applicable assessment tool (i.e., PASAG, CBPAST, PAST, etc.). Employees who do not have performance rating and/or receive an "Unsatisfactory" rating for any of the two (2) semesters in FY 2013 shall not be entitled to FY 2013 PBB.
- c. Officials belonging to the Third Level, including those designated in an Acting or Officer-In-Charge (OIC) capacity⁴, should receive a rating of at least "Very Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to Third Level officials shall be contingent on the results of the CESPES.
- d. Teaching personnel on detail to another school or delivery unit for six (6) months or more as of February 28, 2014 shall be included in the list of eligible employees in the recipient school or delivery unit that rated his/her performance. Non-teaching personnel on detail to another delivery unit for six (6) months or more as of November 30, 2013 shall be included in the list of eligible employees in the recipient delivery unit that rated his/her performance. Personnel on detail to another delivery unit for less than six (6) months as of the cited dates shall be included in the originating delivery unit.
- e. Personnel on scholarship or study leave in FY 2013 and/or who do not have performance rating for any of the two (2) semesters in FY 2013 due to scholarship or study leave shall not be entitled to the FY 2013 PBB.
- f. Personnel found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2013 shall not be entitled to the FY 2013 PBB, notwithstanding the pendency of an appeal. If the penalty

³ Based on the official school calendar for the SY 2013-2014 per DepEd Order No. 10, series 2013

⁴ Pursuant to Career Executive Service Board (CESB) Resolution No. 1093

meted out is only a reprimand, such penalty shall not disqualify the employee concerned to the grant of PBB. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated which should be within FY 2013.

12. Individual forced ranking of officials and employees shall apply to division, regional, and central levels. Personnel of the district offices and ALS/mobile teachers shall be included in the list of eligible employees in the schools division office.

C. Performance Review and Evaluation of Delivery Units

13. For each organization level, specific performance indicators are identified based on the revised Organizational Performance Indicator Framework (OPIF) and MFOs in determining the performance category for the delivery units.

14. A separate ranking shall be conducted for each organization level, to wit:

- a. School Level
- b. Division Level
- c. Regional Level
- d. Central Level

15. School level ranking

a. Using the same set of performance indicators as identified in this Order, school level ranking shall be classified based on level such that a separate ranking be conducted for elementary and secondary levels. All elementary schools shall be ranked within each schools division, and all secondary schools shall be ranked within each region.

b. Further classification of schools shall be applied in each level (elementary and secondary) based on school size such that a separate ranking be conducted for schools with the number of teachers holding national plantilla positions specified in Table 1 below:

Table 1: Criteria on the Classification of Schools

Elementary	Secondary
<p>NCR: Small – 29 and below Medium – 30 to 59 Large – 60 and above</p> <p>Non-NCR: Small – 9 and below Medium – 10 to 29 Large – 30 and above</p>	<p>NCR: Small – 25 and below Medium – 26 to 99 Large – 100 and above</p> <p>Non-NCR: Small – 9 and below Medium – 10 to 25 Large – 26 and above</p>

c. Using the same set of performance indicators as identified in this Order, a separate ranking shall be conducted for Regional Science High Schools (RSHS). The sixteen (16) RSHSs shall be ranked nationally. No further classification based on school size shall be applied.

- d. All schools shall be measured and ranked based on the following indicators:
- % of learners who scored average and better in NAT⁵ or its equivalent in SY 2012-13
 - Simple dropout rate⁶ in SY 2012-13
 - % of liquidation of school MOOE from January 1 to December 31, 2013 and timeliness of submission of liquidation reports as of the 5th working day of the succeeding month
- e. Additional points shall be given to schools which have shown improvements compared to the previous year's performance in the percentage of learners who scored average and better in NAT or its equivalent in SY 2012-13 and the simple dropout rate in SY 2012-13.
- f. Schools which have demonstrated exceptional performance in terms of initiative, innovation, leadership, creativity, recognition and uniqueness shall receive a plus point on top their total score from the above cited indicators. The following criteria shall be observed.
- The school is awarded as Best Implementor of Brigada Eskwela in the national level in SY 2012-13. Annex 2 enumerates the Best Implementing Schools of Brigada Eskwela in SY 2012-13.
 - The school is a recipient of national awards/recognitions in SY 2012-13 from award-giving bodies duly recognized by DepEd
- g. The computation of points for each indicator, as well as the plus factor, is specified in Table 2 below:

Table 2: Point System for the School Level

Performance Indicators	Maximum Points⁷	Determination of Points
<p>% of learners who scored average and better in NAT or its equivalent in SY 2012-13</p> <p><i>For elementary, in the absence of NAT G6, use NAT G3 or the School Readiness Year-End Assessment (SReYA) or the general average of pupils in the highest grade level offering, in that order.</i></p> <p><i>For secondary, in the absence of NAT Y4, use NCAE-GSA or the general average of students in the highest year level offering, in that order.</i></p>	35	<p><i>80% and above = 35 points, regardless of the improvement from the previous year</i></p> <p><i>If below 80%, the score will be computed as:</i></p> <p><i>[%_{SY2012-13} x 35] plus additional points</i></p> <p><i>Additional points will be computed as:</i></p> <ul style="list-style-type: none"> - <i>Each % increase from the previous year will be given an equivalent additional point, for a maximum of 10 points. However, a decline in the % will not be given any deduction in points.</i> <p><i>Example:</i></p> <p><i>SY 2011-12 = 65%</i></p> <p><i>SY 2012-13 = 70%</i></p> <p><i>Improvement = 5%</i></p> <p><i>(0.70 x 35) + 5 = 29.5 points</i></p>

⁵ Based on the quartile distribution in overall test as computed by the National Education Testing and Research Center (NETRC)

⁶ As defined in the National Statistical Coordination Board (NSCB) – Inter-Agency Committee on Education Statistics (IACES) Glossary of Commonly Used Terms in Education Statistics, drop out rate is the percentage of students who leave school during the year for any reason, as well as those who complete the previous grade/year level but fail to enrol in the next grade/year level the following school year, to the total number of students enrolled during the previous school year.

⁷ Including additional points

<p>Simple Dropout Rate in SY 2012-13</p>	<p>35</p>	<p>1% and below = 35 points, regardless of the reduction in dropout rate from the previous year</p> <p>Between 1% and 10%, the score will be computed as:</p> <p>$(((10 - \%) / 10) \times 35)$ plus additional points</p> <p>Using the formula, dropout rate greater than or equal to 10% will be given 0 points, however, schools can still get additional points.</p> <p>Additional points will be computed as:</p> <ul style="list-style-type: none"> - Each % decrease from the previous year will be given an equivalent additional point, for a maximum of 10 points. However, an increase in dropout rate will not be given any deduction in points. <p>Example: SY 2011-12 = 5% SY 2012-13 = 3% Improvement = 2%</p> <p>$(((10-3) / 10) \times 35) + 2 = 26.5$ points</p>
<p>% of liquidation of school MOOE from January 1 to December 31, 2013 and timeliness of monthly submission as of the 5th working day of the succeeding month</p> <p>For schools with no MOOE due to failure in liquidating MOOE in the previous year = 0 points</p> <p>For newly established schools with yet no allocation of MOOE, use the liquidation data of LGU-funds (certification from LGU required)</p> <p>For school annexes and extensions with MOOE attached to the mother school, use the liquidation data of the mother school</p>	<p>30</p>	<p>The distribution of points in this indicator will be:</p> <p>% Liquidation of MOOE = 20 pts Timeliness = 10 pts</p> <p>The score will be computed as:</p> <p>% liquidation below 90% will automatically be given 0 points in this item. The points for % liquidation of MOOE will be computed by subtracting 90% from the % liquidation and multiplying the difference by 2. % liquidation will be computed based on the total amount of MOOE allocated to the school for the year 2013.</p> <p>The points assigned for timeliness will be computed by subtracting 2 points for every late submission from the 10 points assigned for this item. 5 or more months of late submission as of the 5th working day of the succeeding month will result to 0 points in this item.</p> <p>$[(\% \text{Liquidation} - 90) \times 2] + [10 - (2 \times \text{number of late submissions})]$</p> <p>Example: %Liquidation = 99.7 No. of late monthly submission = 1</p> <p>$[(99.7-90) \times 2] + [(10-(2 \times 1))] = 27.4$ points</p>

Plus factor:	1	<i>Additional 1 point is given if the school achieved any of the two (2) criteria enumerated under provision no. 15(f) of this Order, for a maximum of 1 point. Point in the plus factor is on top of the total score from the above cited indicators.</i>
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- h. The total accumulated scores from all the indicators and the plus factor shall be ranked from highest to lowest. Based on this ranking, the performance category of each school shall be determined. In case of a tie, the percentage of learners who scored average and better in NAT or its equivalent in SY 2012-13 shall be the basis in determining the rank of the schools which have the same total scores.
- i. There will be no individual forced ranking at the school level. Thus, the performance category of the school shall determine the amount of incentive that each employee will receive. An alternative categorization for schools as illustrated in Table 3 below shall be used.

Table 3. Performance Categorization of Schools

Performance Category	Incentive	Distribution
Level 8	35,000	Top 1.50%
Level 7	25,000	Next 3.75%
Level 6	20,000	Next 3.00%
Level 5	15,000	Next 6.50%
Level 4	13,500	Next 7.50%
Level 3	10,000	Next 21.75%
Level 2	7,000	Next 13.75%
Level 1	5,000	Next 42.25%

16. Division level ranking

- a. All schools divisions shall be ranked nationally.
- b. Using the same set of performance indicators as identified in this Order, division level ranking shall be classified based on the size of the schools division such that a separate ranking be conducted for small, medium, large and very large divisions. This classification of schools division offices is based on the number of enrollees, teachers, schools and districts. Annex 1 also shows the category by which each schools division belongs.
- c. All schools divisions shall be measured and ranked based on the following indicators:
- % of 5 year old children enrolled in Kindergarten in SY 2012-13, both Public and Private
 - % of 6-11 year old pupils enrolled in Elementary in SY 2012-13, both Public and Private
 - % of 12-15 year old students enrolled in Secondary in SY 2012-13, both Public and Private
 - % of elementary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2012-13

- % of secondary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2012-13
 - Simple dropout rate in SY 2012-13, both Public and Private
 - % of FY 2013 newly created teaching and non-teaching items with NOSCA filled up within three (3) months
 - % of excess teachers re-deployed⁸ in SY 2012-13, including those hired by the Local School Board (LSB)
 - % of private schools submitting EBEIS data on or before August 28, 2013
 - % of applications for permit to operate/recognition⁹ processed and endorsed to the regional office within the prescribed number of days of processing vis-a-vis the total number of private school applicants with complete documentary requirements in FY 2013
 - % of school MOOE downloaded three (3) working days upon receipt of liquidation reports of schools
 - % of A&E passers over enrollees in SY 2012-13
- d. Schools divisions which have demonstrated exceptional performance in terms of initiative, innovation and governance shall receive a plus point on top of their total score from the above cited indicators. The following criteria shall be observed.
- The schools division has at least 5% of its schools with Transfer Certificate of Title, Special Patent, Presidential Proclamation and/or Deed of Usufruct in the name of DepEd as of December 31, 2013
 - The schools division has an Inter-Quartile Ratio (IQR)¹⁰ for Teachers of at least 1.3 in SY 2012-13
- e. The computation of points for each indicator, as well as the plus factor, is specified in Table 4 below:

Table 4: Point System for Division Level

Performance Indicators	Maximum Points	Determination of Points
% of 5 year old children enrolled in Kindergarten in SY 2012-13, both Public and Private	10	<p><i>The points for this item will be computed by multiplying the Kindergarten NER by the maximum points, i.e.:</i></p> <p><i>Kindergarten NER x 10</i></p> <p><i>Example:</i> <i>Kindergarten NER = 99.1%</i> <i>0.991 x 10 = 9.91 points</i></p>
% of 6-11 year old pupils enrolled in Elementary in SY 2012-13, both Public and Private	10	<p><i>The points for this item will be computed by multiplying the Elementary NER by the maximum points, i.e.:</i></p> <p><i>Elementary NER x 10</i></p> <p><i>Example:</i> <i>Elementary NER = 99.1%</i> <i>0.991 x 10 = 9.91 points</i></p>

⁸ Including transfer of plantilla items of excess teachers from one school to another

⁹ Pursuant to existing DepEd standards under DepEd Order No. 88, s. 2010 and prescribed number of days of processing pursuant to the Citizen's Charter under DepEd Order No. 342, s. 2009

¹⁰ The Inter-Quartile Ratio (IQR) is a measure of proportion of a scarce resource (e.g., teachers) which is available to the most favored quartile of a recipient group (e.g., students) compared with the proportion available to the least favored quartile.

<p>% of 12-15 year old students enrolled in Secondary in SY 2012-13, both Public and Private</p>	<p>10</p>	<p>The points for this item will be computed by multiplying the Secondary NER by the maximum points, i.e.:</p> <p>Secondary NER x 10</p> <p>Example: Secondary NER = 99.1% $0.991 \times 10 = 9.91$ points</p>
<p>% of elementary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2012-13</p>	<p>10</p>	<p>The points for this item will be computed by multiplying the % of elementary schools, both public and private, with improvements in the % of learners who scored average or better in NAT or its equivalent by the maximum number of points, i.e.:</p> <p>%ES x 10</p> <p>Example: %ES = 90% $0.90 \times 10 = 9$ points</p>
<p>% of secondary schools, both Public and Private, with improvements in the % of learners who scored average and better in NAT or its equivalent in SY 2012-13</p>	<p>10</p>	<p>The points for this item will be computed by multiplying the % of secondary schools, both public and private, with improvements in the % of learners who scored average or better in NAT or its equivalent by the maximum number of points, i.e.:</p> <p>%SS x 10</p> <p>Example: %SS = 90% $0.90 \times 10 = 9$ points</p>
<p>Simple dropout rate in SY 2012-13, both Public and Private</p>	<p>10</p>	<p>1% and below = 10 points 10% and above = 0 points</p> <p>Between 1% and 10%, the score will be computed as:</p> <p>10 - %Dropout</p> <p>Example: %Dropout = 3.5% $10 - 3.5 = 7$ points</p>
<p>% of FY 2013 newly created teaching and non-teaching items with NOSCA filled up within 3 months</p>	<p>10</p>	<p>The points for this item will be computed by multiplying the percentage of FY 2013 created teaching and non-teaching items filled up within 3 months of the issuance of its NOSCA by the maximum number of points, i.e.:</p> <p>%Filled x 10</p> <p>Example: %Filled = 90% $0.90 \times 10 = 9$ points</p>

<p>% of excess teachers re-deployed in SY 2012-13, including those hired by the Local School Board (LSB)</p>	<p>5</p>	<p>The points for this item will be computed by multiplying the percentage of excess teachers re-deployed in SY 2012-13, including LSB-hired teachers by the maximum number of points, i.e.:</p> <p>%Deployed x 5</p> <p>Example: %Deployed = 90% $0.90 \times 5 = 4.5$ points</p>
<p>% of private schools submitting EBEIS data on or before August 28, 2013</p>	<p>5</p>	<p>The points for this item will be computed by multiplying the % of private schools submitting EBEIS data on or before August 28, 2013 by the maximum number of points, i.e.:</p> <p>%PrivateSchools x 5</p> <p>Example: %PrivateSchools = 90% $0.90 \times 5 = 4.5$ points</p>
<p>% of applications for permit to operate/ recognition processed and endorsed to the regional office within the prescribed number of days of processing vis-a-vis the total number of private school applicants with complete documentary requirements in FY 2013</p>	<p>5</p>	<p>The points for this item will be computed by multiplying the % of applications for permit to operate/recognition processed and endorsed to the regional office within the prescribed number of days of processing vis-a-vis the total number of private school applicants with complete documentary requirements in FY 2013 by the maximum number of points, i.e.:</p> <p>%Endorsed x 5</p> <p>Example: %Endorsed = 90% $0.90 \times 5 = 4.5$ points</p>
<p>% of school MOOE downloaded three (3) working days upon receipt of liquidation reports of schools</p>	<p>10</p>	<p>The points for this item will be computed by multiplying the % of school MOOE downloaded 3 working days upon receipt of liquidation reports of schools by the maximum number of points, i.e.:</p> <p>%DownloadedMOOE x 10</p> <p>However, % of school MOOE downloaded on time below 90% will automatically be given 0 points.</p> <p>Example: %DownloadedMOOE = 95% $0.95 \times 10 = 9.5$ points</p>

% of A&E passers over enrollees in SY 2012-13	5	<p>The points for this item will be computed by multiplying the % of A&E passers over enrollees in SY 2012-13 by the maximum number of points, i.e.:</p> <p>%A&Epassers x 5</p> <p>Example: %A&E passers = 90% 0.90 x 5 = 4.5 points</p>
Plus factor:	1	<p>Additional 1 point is given if the schools division achieved any of the two (2) criteria enumerated under provision no. 16(d) of this Order, for a maximum of 1 point. Point in the plus factor is on top of the total score of the above cited indicators.</p>

f. The total accumulated scores from all the indicators and the plus factor shall be ranked from highest to lowest. Based on this ranking, the performance category of each schools division shall be determined using the distribution as specified below:

- o Best Division/Delivery Unit – Top 10%
- o Better Division/Delivery Unit – Next 25%
- o Good Division/Delivery Unit – Next 65%

17. Regional level ranking

a. All regions shall be ranked nationally.

b. All regions shall be measured and ranked based on the following indicators:

- o % of accomplishment/utilization vis-a-vis the Annual Work and Financial Plan (AWFP) (based on obligations as of December 31, 2013)
- o Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to the Planning Office
- o % of liquidation of cash advances from January 1 to December 31, 2013
- o % of schools divisions within the region categorized as Better and Best
- o % of private schools with permit to operate or which acquired recognition to total number of private schools as of February 2014
- o % of applications for permit to operate/recognition¹¹ processed and approved within the prescribed number of days of processing vis-a-vis the total number of private school applicants endorsed by the schools divisions in FY 2013

c. The computation of points for each indicator is specified in Table 5 below:

¹¹ Pursuant to existing DepEd standards under DepEd Order No. 88, s. 2010 and prescribed number of days of processing pursuant to the Citizen's Charter under DepEd Order No. 342, s. 2009

Table 5: Point System for Regional Level

Performance Indicators	Maximum Points	Determination of Points
<p>% of accomplishment/ utilization vis-a-vis the AAFP (based on obligations as of December 31, 2013)</p>	35	<p>The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis AAFP by the maximum number of points, i.e.:</p> <p>%Accomplishment/Utilization x 35</p> <p>However, % of accomplishment/ utilization vis-à-vis AAFP below 90% will automatically be given 0 points.</p> <p>Example: %Accomplishment/ Utilization = 90% $0.90 \times 35 = 31.5$ points</p>
<p>Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to the Planning Office</p> <p>(One (1) required report for BED Four (4) required reports for BARs)</p>	10	<p>The distribution of points in this indicator will be:</p> <p>Timeliness = 5 pts Completeness = 5 pts</p> <p>The score will be computed as:</p> <p>The points for timeliness will be computed by subtracting 1 point for every report with late submission from the 5 points assigned for this item. The reckoning date shall be the date that the signed BEDs and BARs are received by the Planning Office, either through courier and/ or electronic mail.</p> <p>The points for completeness will be computed by subtracting 1 point for every report with incomplete element/s from the 5 points assigned for this item.</p> <p>$[(5 - \text{no. of late report/s}) + (5 - \text{no. of incomplete report/s})]$</p> <p>Example: No. of late report/s = 1 No. of incomplete report/s = 2 $[(5 - 1) + (5 - 2)] = 7$ points</p>
<p>% of liquidation of cash advances from January 1 to December 31, 2013</p>	5	<p>The points for this item will be computed by multiplying the % of cash advances received and liquidated from January 1 to December 31, 2013 by the maximum number of points, i.e.:</p> <p>%Liquidated x 5</p> <p>Example: %Liquidated = 90% $0.90 \times 5 = 4.5$ points</p>

<p>% of schools divisions within the region categorized as Better and Best</p>	<p>35</p>	<p><i>The points for this item will be computed by multiplying the % of schools divisions within the region categorized as Better and Best by the maximum number of points, i.e.:</i></p> <p>%Better/Best x 35</p> <p><i>Example:</i> %Better/ Best = 90% 0.90 x 35 = 31.5 points</p>
<p>% of private schools with permit to operate or which acquired recognition to total number of private schools as of February 2014</p>	<p>10</p>	<p><i>The points for this item will be computed by multiplying the % of private schools with permit to operate or which acquired recognition as of February 2014 by the maximum number of points, i.e.:</i></p> <p>%PrivateSchoolsw/Permit x 10</p> <p><i>Example:</i> %PrivateSchoolsw/ Permit = 90% 0.90 x 10 = 9 points</p>
<p>% of applications for permit to operate/ recognition processed and approved within the prescribed number of days of processing vis-a-vis the total number of private school applicants endorsed by the schools divisions in FY 2013</p>	<p>5</p>	<p><i>The points for this item will be computed by multiplying the % of applications for permit to operate/ recognition processed and approved within the prescribed number of days of processing vis-a-vis the total number of private school applicants endorsed by the schools divisions by the maximum number of points, i.e.:</i></p> <p>%Approved x 5</p> <p><i>Example:</i> %Approved = 90% 0.90 x 5 = 4.5 points</p>

d. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each region shall be determined using the distribution as specified below:

- Best Region/Delivery Unit – Top 10%
- Better Region/Delivery Unit – Next 25%
- Good Region/Delivery Unit – Next 65%

18. Central level ranking

a. The delivery units in the central office specified in provision no. 10(a) shall be measured and ranked according to the following indicators:

- % of accomplishment/utilization vis-a-vis the Annual Work and Financial Plan (AWFP) (based on obligations as of December 31, 2013)
- Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to Planning Office
- % of liquidation of cash advances from January 1 to December 31, 2013

- b. Inability to accomplish the targets identified in the AWP due to valid reasons which are uncontrollable by the office concerned has to be accompanied by a justification duly signed by the EXECOM in-charge subject for approval of the NPREC.
- c. The computation of points for each indicator is specified in Table 6 below:

Table 6: Point System for Central Office

Indicators	Maximum Points	Determination of Points
<p>% of accomplishment/ utilization vis-a-vis the AWP (based on obligations as of December 31, 2013)</p>	50	<p>The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis the AWP by the maximum number of points, i.e.:</p> <p>%Accomplishment/Utilization x 50</p> <p>However, % of accomplishment/ utilization vis-à-vis AWP below 90% will automatically be given 0 points.</p> <p>Example: %Accomplishment/ Utilization = 90%</p> <p>$0.90 \times 50 = 45 \text{ points}$</p>
<p>Timeliness and completeness of submission of budget execution documents and accomplishment reports (i.e., BEDs and BARs) to the Planning Office</p> <p>(One (1) required report for BED Four (4) required reports for BARs)</p>	10	<p>The distribution of points in this indicator will be:</p> <p>Timeliness = 5 pts Completeness = 5 pts</p> <p>The score will be computed as:</p> <p>The points for timeliness will be computed by subtracting 1 point for every report with late submission from the 5 points assigned for this item. The reckoning date shall be the date that the signed BEDs and BARs are received by the Planning Office, either through courier and/ or electronic mail.</p> <p>The points for completeness will be computed by subtracting 1 point for every report with incomplete element/s from the 5 points assigned for this item.</p> <p>[[5 - no. of late report/s] + [5 - no. of incomplete report/s]]</p> <p>Example: No. of late report/s = 1 No. of incomplete report/s = 2</p> <p>$[[5 - 1] + [5 - 2]] = 7 \text{ points}$</p>

% of liquidation of cash advances from January 1 to December 31, 2013	40	<p>The points for this item will be computed by multiplying the % of cash advances received and liquidated from January 1 to December 31, 2013 by the maximum number of points, i.e.:</p> <p>%Liquidated x 40</p> <p>Example: %Liquidated = 90% 0.90 x 40 = 36 points</p>
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d. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each office shall be determined using the distribution as specified below:

- o Best Delivery Unit – Top 10%
- o Better Delivery Unit – Next 25%
- o Good Delivery Unit – Next 65%

19. All delivery units which are affected by major calamities in FY 2013 shall be ranked using FY 2012 data except for the information in the plus factor. Requests for exemption due to major calamities shall be submitted to the PBB Task Force for verification, evaluation and approval.

20. Annex 3 shows the simplified PBB implementation plan for FY 2013 that summarizes the ranking strategies which shall be applied to DepEd schools, offices and personnel.

D. Individual Performance Review and Evaluation

21. Individual forced ranking shall apply to division, regional, and central offices. The criteria specified in provision nos. 11 (a-f) and 12 under Coverage of this Order shall be the basis in determining the delivery unit that each employee belongs.

22. After determining the performance category of each delivery unit, personnel within each delivery unit shall be forced ranked to determine which among the employees in each delivery unit will fall under Best, Better, and Good categories. The numeric results of the existing performance appraisal for year 2013, as specified in Table 7 below, shall be used.

Table 7. Performance Assessment Tools

Level	Assessment Instrument
Third Level 1. All Undersecretaries 2. All Assistant Secretaries 3. All Directors 4. All Assistant Directors 5. All SDS 6. All ASDS 7. All designated Third Level officials in an Acting or Officer-In-Charge (OIC) capacity	CESPES
Second Level and below 1. All Schools Division Office employees (including all Public Schools District Supervisors and ALS/Mobile Teachers) 2. All Regional Office employees 3. All Central Office employees	PASAG PAST (for ALS/Mobile Teachers)

23. The heads of each delivery unit shall automatically receive the highest amount of incentive which the delivery unit will receive based on the performance categorization specified in Table 8 under provision no. 25 of this Order. However, performance ratings of the heads of delivery units shall be subjected to executive checking and vetting by their respective immediate superiors to be submitted to the PBB Task Force for approval.

24. Individual bonuses shall be granted based on the following scheme:

a. For Best and Better delivery units:

- o Best Performer – 15%
- o Better Performer – 30%
- o Good Performer – 55%

b. For Good delivery units:

- o Best Performer – 10%
- o Better Performer – 25%
- o Good Performer – 65%

19. Table 8 below shows the performance categorization which shall be used in ranking the personnel including the amount of incentive and the distribution thereof.

Table 8: Performance Categorization for Division, Regional and Central Levels

Level	Best Performer	Better Performer	Good Performer
Best Delivery Unit (10%)	PhP 35,000 (15%)	PhP 20,000 (30%)	PhP 10,000 (55%)
Better Delivery Unit (25%)	PhP 25,000 (15%)	PhP 13,500 (30%)	PhP 7,000 (55%)
Good Delivery Unit (65%)	PhP 15,000 (10%)	PhP 10,000 (25%)	PhP 5,000 (65%)

20. However, all DepEd officials and employees, including teachers, who are recipients of national awards in FY 2013 from Civil Service Commission (CSC), Metrobank Foundation and National Literacy Awards which are duly recognized by both CSC and DepEd are automatically entitled to PhP 35,000 bonus regardless of the rank or performance category of their delivery unit. Annex 4 enumerates all DepEd national awardees who are entitled to the PhP 35,000 bonus regardless of the rank of their respective delivery units.

E. Performance Review and Evaluation Committees

27. To effectively implement the PBB, Performance Review and Evaluation Committees (PRECs) are hereby created in each organizational level to lead and oversee implementation.

Table 9: Composition of PRECs

Division Performance Review and Evaluation Committee (DPREC)	Regional Performance Review and Evaluation Committee (RPREC)	National Performance Review and Evaluation Committee (NPREC)
<p>Chair: ASDS (most senior, in terms of tenure as ASDS)</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Division Planning Officer • One (1) Accountant • One (1) Administrative Officer V • One (1) Education Supervisor I • One (1) Principals' Representative (Elementary: PESPA) • One (1) representative from the teacher association for Elementary <p>Observer: One (1) PTA Division Federation Representative</p> <p>Secretariat: Administrative Office</p>	<p>Chair: Assistant Regional Director</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Regional Planning Officer • One (1) Chief Finance Officer • One (1) Chief Administrative Officer • One (1) Education Supervisor II • One (1) Superintendents' Representative (PASS) • One (1) NEU-Regional Chapter Representative • One (1) Principals' Representative (Secondary: NAPSSHI/NAPSSPHIL) • One (1) representative from the teacher association for Secondary <p>Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO)</p> <p>Secretariat: Administrative Office</p>	<p>Chair: Undersecretary for Regional Operations Co-Chair: Assistant Secretary for Planning and Development</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Office of Planning Service Chief • One (1) Budget Division Chief • One (1) Employees Welfare and Benefits Division Chief • One (1) NEU Representative <p>Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO)</p> <p>Secretariat: Personnel Division</p>

28. The functions and responsibilities of the PRECs shall include the following:
- a. Based on the involvement in basic education, select the DepEd-recognized CSO, which will act as observer in all PREC meetings and discussions;
 - b. Conduct orientation and information dissemination activities especially on the rationale, criteria and process of the granting of PBB;
 - c. Immediately convene en banc to agree on the basics in performance review and evaluation particularly on the process and timelines. Each PREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation;
 - d. Implement the performance review and evaluation as stipulated in this Order;
 - e. Provide necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;

- f. Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PBB Task Force;
- g. Ensure that PBB is implemented before the end of fiscal year 2014; and
- h. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.

F. Performance Reporting and Validation

29. Performance review and evaluation templates (PRETs) shall be used by each PREC to determine the performance category and level of PBB of delivery units and personnel. These PRETs, which will be provided by NPREC through electronic mail, are formula-based MS Excel files that will automatically compute for the scores of each delivery unit and personnel based on the criteria stipulated in this Order. PRETs for different organizational levels and personnel are enumerated below:

- a. School Level PRET
- b. Division Level PRET
- c. Regional Level PRET
- d. Central Level PRET
- e. Individual PRET¹²

30. The PRECs shall input data/information in these PRETs to determine the performance category of delivery units and personnel. Final reports shall be submitted using the following forms:

- a. Report on Ranking of Schools (Form 1.0) – Annex 5;
- b. Report on Ranking of Delivery Units (Form 1.1)¹³ – Annex 6; and
- c. Report on Ranking of Personnel (Form 2.0) – Annex 7.

31. **School level.** The DPREC shall classify the elementary schools within each division based on the number of teachers holding national plantilla positions as specified in Table 1 under provision no. 15(b) of this Order. The DPREC shall identify the eligible employees per elementary school based on the criteria stipulated in provision no. 11 (a-f) under Coverage of this Order. The DPREC shall input in the School Level PRET all the required school data/information for the indicators and plus factors. Relevant performance data/information on specific indicators, such as percentage of learners who scored average and better in NAT, NCAE and SReYA, simple dropout rate and the information for the plus factor, will be provided by the NPREC through electronic mail. The data/information which are not available in the central office, such as percentage of learners who scored average and better in the general average of pupils in the highest grade level offering (if applicable) and MOOE liquidation data, shall be provided by the DPREC. Once all the required data/information are inputted in the School Level PRET, it shall automatically compute for total score of each school. The total scores shall be ranked from highest to lowest to determine the performance category and amount of incentive that each school shall receive.

¹² Shall apply to division, regional and central office personnel only

¹³ Shall apply to division, regional and central levels

The RPREC shall apply the same procedure in ranking the secondary schools within each region. The NPREC shall apply the same procedure in ranking the RSHSs nationally. Respective PRECs shall summarize the results of school level ranking using the Report on Ranking of Schools (Form 1.0).

The RPREC shall evaluate and consolidate the results of the school level ranking for both elementary and secondary schools, and submit to the NPREC the consolidated Reports on Ranking of Schools (Forms 1.0), along with the transmittal and certification letter (Annex 8) duly signed by the RPREC Chair and Regional Director on or before **29 August 2014**.

32. Division level. The DPREC shall identify the eligible employees in the schools division office including those who are in the district offices and ALS/mobile teachers based on the criteria stipulated in provision nos. 11 (a-f) and 12 under Coverage of this Order. Using the Individual PRET, the DPREC shall conduct the individual ranking of schools division office personnel, and submit the Report on Ranking of Personnel (Form 2.0) to the RPREC for evaluation and consolidation. The RPREC shall submit to the NPREC the consolidated Reports on Ranking of Personnel (Forms 2.0) of all its schools division offices, along with the transmittal and certification letter (Annex 9) duly signed by the RPREC Chair and Regional Director on or before **15 August 2014**.

Using the Division Level PRET, the NPREC shall conduct the division level ranking, and match results with the individual ranking results of schools division office personnel.

33. Regional level. The RPREC shall identify the eligible employees in the regional office based on the criteria stipulated in provision no. 11 (a-f) under Coverage of this Order. Using the Individual PRET, the RPREC shall conduct the individual ranking of regional office personnel, and submit to the NPREC the Report on Ranking of Personnel (Form 2.0), along with the transmittal and certification letter (Annex 9) duly signed by the RPREC Chair and Regional Director on or before **15 August 2014**.

Using the Regional Level PRET, the NPREC shall conduct the regional level ranking, and match the results with the individual ranking results of regional office personnel.

34. Central level. The NPREC shall identify the eligible employees in each delivery unit in the central office based on the criteria stipulated in provision no. 11 (a-f) under Coverage of this Order. Using the Individual PRET, the NPREC shall conduct the individual ranking of central office personnel and summarize the results using the Report on Ranking of Personnel (Form 2.0) on or before **15 August 2014**.

Using the Central Level PRET, the NPREC shall conduct the central level ranking, and match the results with the individual ranking results of central office personnel.

35. Using consolidated Forms 1.0, 1.1 and 2.0, the NPREC shall submit to the EXECOM the summary of all the ranking results from the school level up to the central level for approval on or before **12 September 2014**.

36. Upon approval by the EXECOM, the NPREC shall transmit to IATF the FY 2013 DepEd proposed PBB implementation plan for funding and implementation on or before **16 September 2014**.

G. Timeline

Table 10: Timeline for PBB Implementation for FY 2013

Activity	Concerned Body	Deadline
Submission to IATF of the FY 2013 Agency Targets on MFO, STO, GASS, and Priority Programs/Projects	PBB Task Force	31 August 2013 to 15 September 2013
Submission to IATF Certificate of Compliance with Good Governance Conditions <i>(Regional/field offices/attached agencies should submit to their supervising departments before the deadline)</i> a) Agency Transparency Seal b) PhilGEPS Posting c) Report on Ageing of Cash Advance d) Citizen's Charter e) SALN Submission/Filing	PBB Task Force	30 November 2013
Submission to IATF of the FY 2013 Agency Accomplishments on MFO, STO, GASS, and Priority Programs/Projects	PBB Task Force	10 April 2014
Submission to PBB Task Force of names and contact details of PREC members and secretariat	PBB Task Force Regional Directors, PRECs	25 July 2014
Conduct of PBB Orientations and Information Dissemination Activities	PRECs	July-August 2014
Performance Review and Evaluation of Delivery Units and Personnel	PRECs	August-September 2014
a) Submission of division, regional, and central level performance review and evaluation (Form 1.1)	NPREC	15 August 2014
b) Submission of division, regional, and central level individual performance review and evaluation (Form 2.0)	DPREC RPREC NPREC	15 August 2014
a) Submission of school level performance review and evaluation (Form 1.0)	RPREC	29 August 2014
b) Approval of the EXECOM	PBB Task Force NPREC	12 September 2014
c) Submission of to IATF of FY 2013 DepEd proposed PBB implementation plan for funding and implementation	PBB Task Force NPREC	16 September 2014
Grant of Bonus	DepEd DBM	September-October 2014

H. Information and Communication

37. Using Annex 10, all regional offices shall submit to the PBB Task Force a consolidated document containing the names and contact details of RPREC and DPREC members, observers and secretariat on or before **25 July 2014**.

38. The following communication channels shall be set up for proper facilitation and submission:

- a. Official mailing address: PBB Secretariat c/o Personnel Division, DepEd Complex, Meralco Avenue, Pasig City 1600
- b. E-mail account: pbb.secretariat@gmail.com
- c. Text hotline: 0935 590 4674

39. The PBB Task Force shall regularly disseminate PBB-related information announcements and advisories through the aforementioned communication channels.

40. The NPREC secretariat shall manage all the communication channels.

I. Grievance Committee

41. A grievance committee is hereby created to respond to complaints, issues and concerns related to the granting of PBB. The Committee is composed of the following membership:

Table 11: Composition of Grievance Committee

Division Office	Regional Office	Central Office
Chair: SDS Members: <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • PESPA representative 	Chair: Regional Director Members: <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • Budget Officer • Regional PASS President • NAPSSHI or NAPSSPHIL representative • NEU Regional Chapter Representative 	Chair: Undersecretary for Legal and Legislative Affairs Members: <ul style="list-style-type: none"> • Director of Administrative Service • Chief of Legal Division • DepEd NEU President

42. All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executory.

V. Funding Source

43. Funds shall be charged against under the Miscellaneous Personnel Benefits Fund (MPBF) in the General Appropriations Act (GAA).

44. The PBB shall be subjected to tax per Bureau of Internal Revenue (BIR) Revenue Regulations No. 10-2008, Section 2.78.1 (Withholding of Income Tax on Compensation Income) which states that:

“The amount of ‘de minimis’ benefits conforming to the ceiling herein prescribed shall not be considered in determining the PhP 30,000 ceiling of ‘other benefits’ excluded gross income under Section 32(b)(7)(e) of the Code. Provided that, the excess of the ‘de minimis’ over their respective ceilings prescribed by these

regulations shall be considered as part of 'other benefits' and the employee receiving it will be subject to tax only on the excess over the PhP 30,000 ceiling. Provided, further, that MWEs¹⁴ receiving 'other benefits' exceeding the PhP 30,000 limit shall be taxable on the excess benefits, as well as on his salaries, wages and allowances, just like an employee receiving compensation income beyond the SMW¹⁵."

VI. References

45. This Order is formulated on the basis of the provisions stipulated in the following issuances:

- a. Executive Order No. (EO) 80, s. 2012, *"Directing the Adoption of Performance-based Incentive System for Government Employees"*
- b. Executive Order No. (EO) 43, s. 2011, *"Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters"*
- c. Administrative Order (AO) No. 25, s. 2011, *"Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems"*
- d. AO25 IATF Memorandum Circular No. 2013-01, *"Guidelines for the Grant of Performance-based Incentives for Fiscal Year 2013 under Executive Order No. 80"*
- e. AO25 IATF Memorandum Circular No. 2013-01-A, *"Amendment to the Guidelines on Performance Targets in line with the Grant of the Performance-based Incentives for Fiscal Year 2013 under EO No. 80"*
- f. AO25 IATF Memorandum Circular No. 2013-02, *"Clarifications to Facilitate the Review of Good Governance Certifications"*
- g. Republic Act (RA) No. 10352, *"FY 2013 General Appropriations Act"*
- h. Republic Act (RA) No. 9184, *"An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes"*
- i. Republic Act (RA) No. 9485, *"An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor"*
- j. Republic Act (RA) No. 6713, *"Code of Conduct and Ethical Standards for Public Officials and Employees"*
- k. DepEd Order No. 10, s. 2013, *"School Calendar for the School Year (SY) 2013-2014"*
- l. DepEd Order No. 88, s. 2010, *"2010 Revised Manual on Regulations for Private Schools in Basic Education"*
- m. DepEd Order No. 342, s. 2009, *"Adoption and Implementation of a Citizen's Charter of the Department of Education in Compliance with*

¹⁴ Minimum Wage Earners

¹⁵ Statutory Minimum Wage

Republic Act No. 9485 (Anti-Red Tape Act of 2007) and its Implementing Rules and Regulations”

- n. BIR Revenue Regulations No. 10-2008 implements certain provisions of Republic Act No. 9504 entitled “*An Act Amending Sections 22, 24, 34, 35, 51 and 79 of Republic Act No. 8474, as Amended Otherwise known as the National Internal Revenue of 1997*”
- o. Career Executive Service Board (CESB) Resolution No. 1093, “*Retaining the ‘Very Satisfactory’ Rating for Third Level Officials in Determining Eligibility to the PBB*”
- p. DepEd Order No. 12, s. 2013, “*Guidelines on the Granting of Performance-based Bonus (PBB) for the Department of Education (DepEd) Employees and Officials*”
- q. DepEd Memorandum No. 9, s. 2013, “*Creation of Task Force to Formulate and Finalize the Guidelines on the Performance-based Bonus (PBB) for the Department of Education (DepEd)*”
- r. DepEd Order No. 200, s. 2013, “*Reconstituting the Task Force on the Performance-based Bonus (PBB) for the Department of Education (DepEd)*”

46. Provisions stipulated in DepEd Order No. 12, s. 2012, DepEd Memorandum No. 9, s. 2013 and other previous issuances which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.

VII. Effectivity

47. This Order shall take effect immediately upon approval of the IATF. Further enhancement to these guidelines may be undertaken in 2014 and onward.

LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES

Per FY 2013 General Appropriations Act (GAA)

Region I (13)

1. Alaminos City (S)
2. Gandon City (S)
3. Dagupan City (M)
4. Ilocos Norte (M)
5. Ilocos Sur (M)
6. Laoag City (S)
7. La Union (M)
8. Pangasinan I (L)
9. Pangasinan II (L)
10. San Carlos City (M)
11. San Fernando City (S)
12. Urdaneta City (M)
13. Vigan City (S)

Region II (9)

1. Batanes (S)
2. Cagayan (L)
3. Cauayan City (S)
4. Ilagan (M)
5. Isabel (L)
6. Nueva Vizcaya (M)
7. Quirino (M)
8. Santiago City (S)
9. Tuguegarao City (M)

Region III (20)

1. Angeles City (M)
2. Aurora (M)
3. Balanga City (S)
4. Bataan (M)
5. Bulacan (L)
6. Cabanatuan City (M)
7. Gapan City (S)
8. Mabalacat City (M)
9. Malolos City (M)
10. Meycauayan City (S)
11. Muñoz Science City (S)
12. Nueva Ecija (L)
13. Olongapo City (M)
14. Pampanga (L)
15. San Fernando City (M)
16. San Jose City (S)
17. San Jose Del Monte City (M)
18. Tarlac (L)
19. Tarlac City (M)
20. Zambales (M)

Region IV-A (16)

1. Antipolo City (M)
2. Batangas (L)
3. Batangas City (M)
4. Calamba City (M)
5. Cavite (L)
6. Cavite City (S)
7. Dasmariñas City (M)
8. Laguna (L)
9. Lipa City (M)
10. Lucena City (M)
11. Quezon (VL)
12. Rizal (L)
13. San Pablo City (M)
14. Santa Rosa City (M)
15. Tanauan City (M)
16. Tayabas City (S)

Region IV-B (7)

1. Calapan City (M)
2. Marinduque (M)
3. Occidental Mindoro (M)
4. Oriental Mindoro (M)
5. Romblon (M)
6. Puerto Princesa City (M)
7. Palawan (L)

Region V (13)

1. Albay (L)
2. Camarines Norte (M)
3. Camarines Sur (VL)
4. Catanduanes (M)
5. Iriga City (S)
6. Legaspi City (M)
7. Ligao City (M)
8. Masbate (L)
9. Masbate City (M)
10. Naga City (M)
11. Sorsogon (M)
12. Sorsogon City (M)
13. Tabaco City (M)

Region VI (18)

1. Aklan (M)
2. Antique (M)
3. Bacolod City (M)
4. Bago City (M)
5. Cadiz City (M)
6. Capiz (M)
7. Escalante City (S)
8. Guimaras (M)
9. Iloilo (VL)
10. Iloilo City (M)
11. Kabankalan City (M)
12. La Carlota City (S)
13. Negros Occidental (L)
14. Passi City (S)
15. Roxas City (M)
16. Sagay City (M)
17. San Carlos City (M)
18. Silay City (M)

Region VII (19)

1. Bais City (S)
2. Bayawan City (M)
3. Bogo City (S)
4. Bohol (L)
5. Carcar City (M)
6. Cebu (VL)
7. Cebu City (M)
8. Danao City (M)
9. Dumaguete City (S)
10. Guihulngan City (S)
11. Lapu-Lapu City (M)
12. Mandaue City (M)
13. Naga City (S)
14. Negros Oriental (L)
15. Siquijor (M)
16. Tagbilaran City (S)
17. Talisay City (M)
18. Tanjay City (S)
19. Toledo City (M)

LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES*Per FY 2013 General Appropriations Act (GAA)***Region VIII (12)**

1. Biliran (M)
2. Borongan City (S)
3. Calbayog City (M)
4. Catbalogan City (M)
5. Eastern Samar (M)
6. Leyte (L)
7. Maasin City (S)
8. Northern Samar (M)
9. Ormoc City (M)
10. Samar (Western) (M)
11. Southern Leyte (M)
12. Tacloban City (M)

Region IX (8)

1. Dapitan City (S)
2. Dipolog City (M)
3. Isabela City (M)
4. Pagadian City (M)
5. Zamboanga City (M)
6. Zamboanga del Norte (L)
7. Zamboanga del Sur (L)
8. Zamboanga Sibugay Province (M)

Region X (14)

1. Bukidnon (L)
2. Cagayan de Oro City (M)
3. Camiguin (S)
4. El Salvador (S)
5. Gingoog City (M)
6. Iligan City (M)
7. Lanao del Norte (M)
8. Malaybalay City (M)
9. Misamis Occidental (M)
10. Misamis Oriental (M)
11. Oroquieta City (S)
12. Ozamiz City (M)
13. Tangub City (S)
14. Valencia City (M)

Region XI (10)

1. Compostela Valley City (M)
2. Davao City (L)
3. Davao del Norte (M)
4. Davao del Sur (M)
5. Davao Oriental (M)
6. Digos City (M)
7. Island Garden City of Samal (S)
8. Mati City (M)
9. Panabo City (M)
10. Tagum City (M)

Region XII (9)

1. Cotabato City (M)
2. General Santos City (M)
3. Kidapawan City (M)
4. Koronadal City (M)
5. North Cotabato (L)
6. Sarangani (M)
7. South Cotabato (M)
8. Sultan Kudarat (M)
9. Tacurong City (S)

Region XIII (11)

1. Agusan Del Norte (M)
2. Agusan Del Sur (M)
3. Bayugan City (M)
4. Bislig City (M)
5. Butuan City (M)
6. Cabadbaran City (S)
7. Province of Dinagat Island (M)
8. Siargao (M)
9. Surigao City (M)
10. Surigao del Norte (M)
11. Surigao del Sur (M)

CAR (7)

1. Abra (M)
2. Apayao (M)
3. Baguio City (M)
4. Benguet (M)
5. Ifugao (M)
6. Kalinga (M)
7. Mountain Province (M)

NCR (16)

1. Caloocan City (L)
2. Las Piñas City (M)
3. Makati City (M)
4. Malabon City (M)
5. Navotas City (M)
6. Mandaluyong City (M)
7. Manila (L)
8. Marikina City (M)
9. Muntinlupa City (M)
10. Parañaque City (M)
11. Pasay City (M)
12. Pasig City (M)
13. Quezon City (L)
14. San Juan City (S)
15. Taguig and Pateros (M)
16. Valenzuela City (M)

TOTAL: 202 Schools Divisions (199 regular + 3 interim which are already incorporated in FY 2013 GAA)

BEST IMPLEMENTING ELEMENTARY SCHOOLS OF BRIGADA ESKWELA

National Level

SY 2012-2013

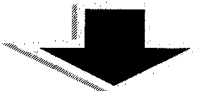
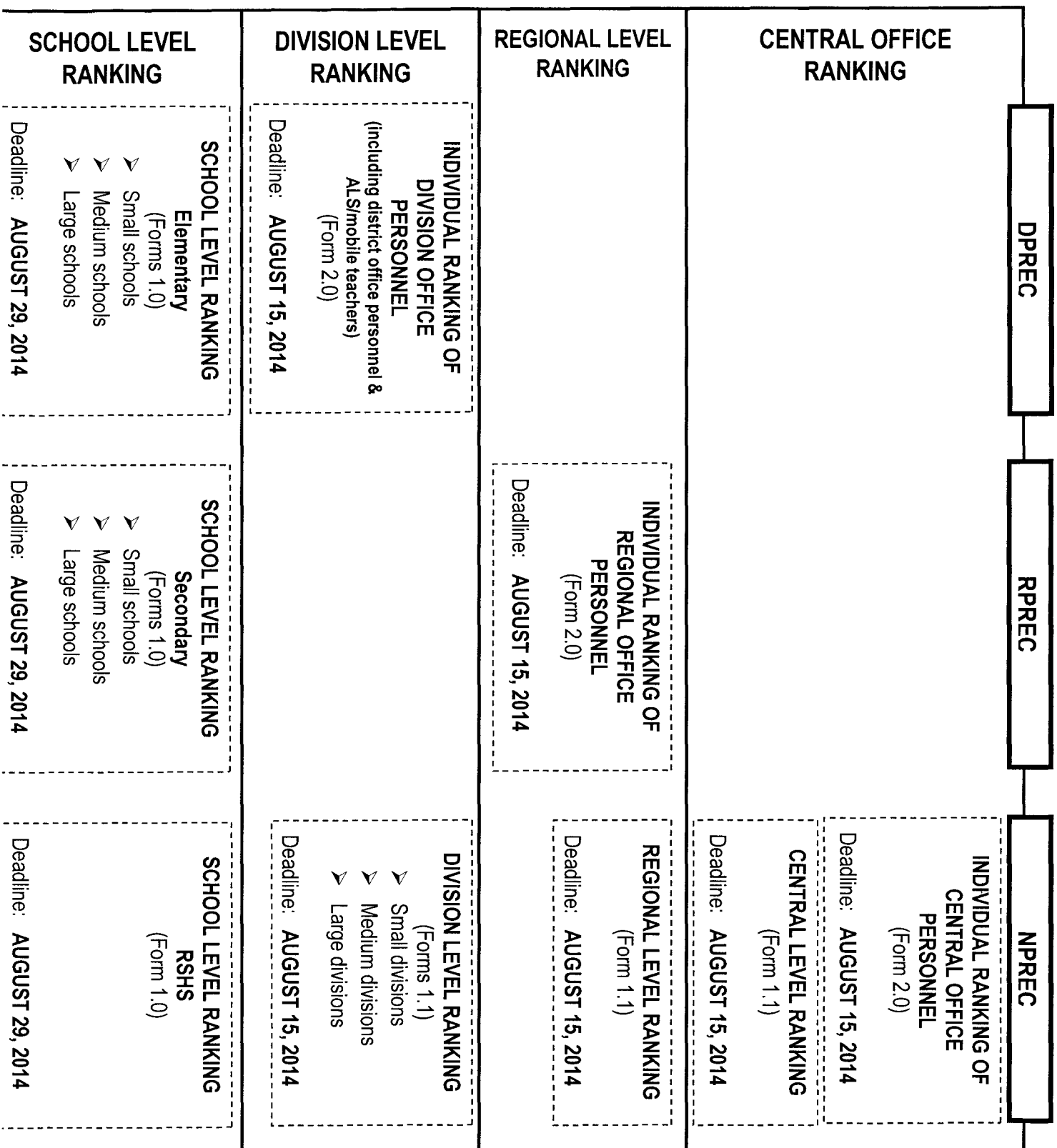
REGION	DIVISION	NAME OF SCHOOL
NCR	Quezon City Quezon City Pasay City	Sto.Cristo ES Commonwealth ES Marcela Marcelo ES
CAR	Kalinga Apayao Apayao Benguet	Appas ES Sipa ES Flora CS Bangao Moreno ES
Region I	Alaminos City Urdaneta City Ilocos Norte	Bued ES Urdaneta I CS Sarrat North CS
Region II	Cagayan Cagayan Nueva Vizcaya Cagayan Tuguegarao City	Batug-Pallagao ES Aparri East CS Solano East CS Maguiling ES Linao ES
Region III	Nueva Ecija Bulacan Bataan	Manarog ES Baliwag South CS Limay ES
Region IV-A	Quezon Laguna Cavite	Panukulan CES Majayjay ES Trece Martires City ES
Region IV-B	Oriental Mindoro Oriental Mindoro Oriental Mindoro	Bagong Buhay ES Sabang ES Anastacio Cataquis SUMS
Region V	Camarines Norte Albay Camarines Norte	UP Resettlement ES Bacacay East CS Daet CS
Region VI	Capiz Antique Negros Occidental Aklan	Antonio Belo ES Bugasong CES Hinigaran CES Kalibo Integrated Special Education Center
Region VII	Negros Oriental Mandaue City Negros Oriental	Kakha ES Subangdaku ES Manalongon-Nicolas N. Lajot CS
Region VIII	Leyte Leyte Southern Leyte	Lomonon ES Buraen CS San Roque ES
Region IX	Zamboanga Sibugay Zamboanga del Norte Zamboanga del Norte	Mabuhay ES Tampilisan CES Nabilid ES
Region X	Bukidnon Lanao del Norte Misamis Oriental Oroquieta City Misamis Oriental	Bangahan ES Linamon CES Jasaan CES Oroquieta CES Initao CES
Region XI	Tagum City Davao Del Sur Davao Del Sur	Col. Saldares ES Guihing CES Sta. Cruz CES
Region XII	Sultan Kudarat Sultan Kudarat North Cotabato	Bambad ES Isulan Central ES New Consolacion ES
CARAGA	Surigao City Surigao City Agusan del Sur Surigao del Norte	Special Science ES Surigao City Pilot School San Francisco Pilot CES Hayanggabon ES

BEST IMPLEMENTING SECONDARY SCHOOLS OF BRIGADA ESKWELA

National Level
SY 2012-2013

REGION	DIVISION	SCHOOL
NCR	Caloocan City Malabon City Malabon City	M B Asistio Sr. HS Unit 1 Malabon NHS Tinajeros NHS
CAR	Abra Kalinga Apayao	Mataragan NHS Tabuk NHS Apayao National Industrial & Agricultural HS
Region I	LA Union Vigan City Pangasinan I	Regional Science HS Ilocos Sur NHS Enrico T. Prado NHS
Region II	Quirino Cauayan City Quirino Cagayan	Cabarroguis National School of Arts & Trades Cauayan City NHS Quirino General HS David M. Puzon NHS
Region III	Pampanga Nueva Ecija Balanga City Nueva Ecija Bulacan	Camachiles NHS Santa Rosa NHS Bataan NHS Nueva Ecija NHS Doña Remedios Trinidad HS
Region IV-A	Cavite Quezon Cavite	Munting Ilog NHS Ungos NHS Trece Martires City NHS
Region IV-B	Calapan City Calapan City Romblon Oriental Mindoro	Canubing NHS Jose L. Leido MNHS Odiongan NHS Bansud NHS (Regional Science HS)
Region V	Albay Camarines Norte Camarines Norte Albay	San Isidro NHS Camarines Norte NHS D.Q.Liwag NHS Tiwi Agro Industrial School
Region VI	Sagay City Capiz Kabankalan City	Bato NHS Panit-an NHS Tan-awan NHS
Region VII	Bohol Bohol Cebu City	Garcia-Hernandez HS Sandingan NHS Don Carlos A. Gothong MNHS
Region VIII	Maasin City Northern Samar Southern Leyte	Ibarra NHS Sumuroy Agro Industrial School Ichon NHS
Region IX	Zamboanga del Sur Zamboanga City Zamboanga del Norte	Sapa Anding Agricultural Vocational Technical HS Zamboanga City NHS-West Gutalac NHS
Region X	Cagayan de Oro City Misamis Oriental Malaybalay City	Gusa Regional Science HS Salay NHS Bukidnon NHS
Region XI	Mati City Tagum City Davao Del Sur	Regional Science NHS Tagum City CNHS Federico Yap NHS
Region XII	North Cotabato Sultan Kudarat South Cotabato	Bulakanon NHS Isulan NHS Tupi NHS
CARAGA	Dinagat Islands Agusan Del Sur Agusan Del Sur	Dinagat School of Fisheries Agusan Del Sur NHS Bayugan NCHS

Flow Chart for Ranking of Delivery Units and Personnel



**Approval of EXECOM and Submission to DBM of
FY 2013 DepEd proposed PBB implementation plan**



GRANT OF PBB (October 2014)

LIST OF NATIONAL AWARDEES

Year 2013

A. 2013 METROBANK FOUNDATION OUTSTANDING TEACHERS

1	Fely A. Batiloy	Special Education Integrated School for Exceptional Children	Iloilo City
2	Dr. Mitchel V. Rodriguez	Odiongan Central School	Gingoog City
3	Cherry V. Vinluan	Guagua Elementary School	Guagua, Pampanga
4	Rodel C. Sampang	Pedro Guevarra Elementary School	Manila
5	Dr. Maria Teresa M. Bautista	Bacnotan National High School	Bacnotan, La Union
6	Marcelo T. Otinguey	Ampusongan National High School	Bakun, Benguet

B. 2013 CSC HONOR AWARDS PROGRAM

1	Presidential Lingkod Bayan	Anabel Ungcad Teacher I	Sta. Cruz North District, Davao del Sur
2	Dangal ng Bayan	Darwisa J. Sajili-Radah HJA Principal I	Hji Yunos Jamdain ES, Bongao, Tawi-Tawi
3	Pag-Asa Award	Lynn Z. Padillo Education Program Supervisor	DepEd Region V, Legaspi City

C. 2013 NATIONAL LITERACY AWARDS - none

Form 1.0
REPORT ON RANKING OF SCHOOLS

Department of Education
Region (secondary) / Division (elementary):

1.0 Summary of Information Required

- 1.1 Total No. of Schools: _____
- 1.2 Total No. of Officials and Employees Entitled to PBB: _____
- 1.3 Total Amount of Required for Payment of PBB: _____

2.0 Ranking of Schools

Ranking	School ID	Name of School	Rate of Accomplishment of Targets ¹ (in%)	No. of Employees Entitled to PBB	Amount of PBB for each Employee	Allocation
2.1 Top 1.5% (Level 8)						
TOTAL LEVEL 8:						
2.2 Next 3.75% (Level 7)						
TOTAL LEVEL 7:						

Ranking	School ID	Name of School	Rate of Accomplishment of Targets ¹ (in%)	No. of Employees Entitled to PBB	Amount of PBB for each Employee	Allocation
2.3 Next 3.0% (Level 6)						
TOTAL LEVEL 6:						
2.4 Next 6.5% (Level 5)						
TOTAL LEVEL 5:						
2.5 Next 7.5% (Level 4)						
TOTAL LEVEL 4:						
2.6 Next 21.75% (Level 3)						
TOTAL LEVEL 3:						

Ranking	School ID	Name of School	Rate of Accomplishment of Targets ¹ (in%)	No. of Employees Entitled to PBB	Amount of PBB for each Employee	Allocation
2.7 Next 13.75% (Level 2)						
TOTAL LEVEL 2:						
2.8 Next 42.25% (Level 1)						
TOTAL LEVEL 1:						

¹ Total Score

Form 1.1

REPORT ON RANKING OF DELIVERY UNITS

Department of Education
 Central/Regional/Division Level

1.0 Summary of Information Required

- 1.1 Total No. of Delivery Units: _____
- 1.2 Total No. of Officials and Employees Entitled to PBB: _____
- 1.3 Total Amount of Required for Payment of PBB: _____

2.0 Ranking of Schools

Ranking	Rate of Accomplishment of Targets ¹ (in%)	Ranking of Employees		Amount of PBB	Allocation
		Ranking	No. of Employees Entitled to PBB		
2.1	Top 10% (Best)	Top 15% (Best Performer)			
		Next 30% (Better Performer)			
		Next 55% (Good Performer)			
TOTAL BEST:					
2.2	Next 25% (Better)	Top 15% (Best Performer)			
		Next 30% (Better Performer)			
		Next 55% (Good Performer)			
TOTAL BETTER:					
2.3	Next 65% (Good)	Top 10% (Best Performer)			
		Next 25% (Better Performer)			
		Next 65% (Good Performer)			
TOTAL GOOD:					

¹Total Score

**Form 2.0
REPORT ON RANKING OF PERSONNEL**

Department of Education
Central/Regional/Division Level

1.0 Summary of Information Required

- 1.1 Name of Delivery Unit: _____
- 1.2 Total No. of Officials and Employees Entitled to PBB: _____

2.0 Ranking of Personnel

Ranking		No. of Employees Entitled to PBB
2.1	Top 15% (Best Performer)	
	Next 30% (Better Performer)	
	Next 55% (Good Performer)	
TOTAL BEST:		
2.2	Top 15% (Best Performer)	
	Next 30% (Better Performer)	
	Next 55% (Good Performer)	
TOTAL BETTER:		
2.3	Top 10% (Best Performer)	
	Next 25% (Better Performer)	
	Next 65% (Good Performer)	
TOTAL GOOD:		

¹Total Score

Transmittal and Certification Letter Template
(Report on Ranking of Schools – Form 1.0)

(Letterhead)

JESUS L.R. MATEO

Assistant Secretary

Chair, PBB Task Force and

National Performance Review and Evaluation Committee (NPREC)

Attention: **SONIA R. DE LEON**

PBB Task Force and NPREC Secretariat c/o Personnel Division

Dear Assistant Secretary Mateo:

With reference to the granting of Performance-Based Bonus (PBB) for fiscal year 2013, **(name of region)** hereby submits the consolidated Reports on Ranking of Schools (Form 1.0) in this region.

This is to certify that the herein ranking reports for elementary level are prepared by the respective Division Performance Review and Evaluation Committees (DPRECs) and validated by the Regional Performance Review and Evaluation Committee (RPREC) in accordance to the provisions stipulated in DepEd Order No. ____, s. 2014. This is to certify further that the herein ranking reports for secondary level are prepared and validated by the RPREC in accordance to the provisions stipulated in the said Order.

This letter of certification is being issued to attest the truth and accuracy of all the information contained in the herein reports based on available records, data and information that can be verified with the Enhanced Basic Education Information System (EBEIS), National Educational Testing and Research Center (NETRC) and this region.

Very truly yours,

RPREC Chair
(signature over printed name)

Regional Director
(signature over printed name)

Transmittal and Certification Letter Template
(Report on Ranking of Personnel – Form 2.0)

(Letterhead)

JESUS L.R. MATEO

Assistant Secretary

Chair, PBB Task Force and

National Performance Review and Evaluation Committee (NPREC)

Attention: **SONIA R. DE LEON**

PBB Task Force and NPREC Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the granting of Performance-Based Bonus (PBB) for fiscal year 2013, **(name of region)** hereby submits the consolidated Reports on Ranking of Personnel (Form 2.0) in this region and divisions.

This is to certify that the herein ranking reports for the division office personnel, including the personnel in the district offices and ALS/mobile teachers, are prepared by the respective Division Performance Review and Evaluation Committees (DPRECs) and validated by the Regional Performance Review and Evaluation Committee (RPREC) in accordance to the provisions stipulated in DepEd Order No. ___, s. 2014. This is to certify further that the herein ranking reports for the regional office personnel are prepared and validated by the RPREC in accordance to the provisions stipulated in the said Order.

This letter of certification is being issued to attest the truth and accuracy of all the information contained in the herein reports based on available records, data and information that can be verified in this region.

Very truly yours,

RPREC Chair
(signature over printed name)

Regional Director
(signature over printed name)

Transmittal and Certification Letter Template
(Report on Ranking of Personnel – Form 2.0)

(Letterhead)

JESUS L.R. MATEO

Assistant Secretary

Chair, PBB Task Force and

National Performance Review and Evaluation Committee (NPREC)

Attention: **SONIA R. DE LEON**

PBB Task Force and NPREC Secretariat c/o Personnel Division

Dear Assistant Secretary Mateo:

With reference to the granting of Performance-Based Bonus (PBB) for fiscal year 2013, ***(name of region)*** hereby submits the herein list of names and contact information of the Regional and Division Performance Review and Evaluation Committee members, observers and secretariat.

This is to certify that the said committees shall perform the functions and responsibilities relative to the granting of PBB as stipulated in the provisions under DepEd Order No. ____, s. 2014.

Very truly yours,

RPREC Chair

(signature over printed name)

Regional Director

(signature over printed name)

Cont.

Annex 10

Regional Performance Review and Evaluation Committee (RPREC)

Region: _____

Name	Position	Contact Information <i>(email, telephone no. and mobile no.)</i>
Chair: Members: 1. 2. 3. 4. 5. 6. 7. 8. Observer: Secretariat:		

Division Performance Review and Evaluation Committees (DPRECs)

Division: _____

Name	Position	Contact Information <i>(email, telephone no. and mobile no.)</i>
Chair: Members: 1. 2. 3. 4. 5. 6. Observer: Secretariat:		