



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 17, 2020

**REGIONAL MEMORANDUM**

No. **581**, s. 2020

**REQUIREMENTS AND DEADLINES FOR THE FUNDING AND RELEASE OF  
THE FY 2019 PERFORMANCE-BASED BONUS OF PERSONNEL  
IN THE DEPARTMENT OF EDUCATION REGION VIII**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 28, series of 2019 on the Guidelines on the Grant of Performance-Based Bonus (PBB) for the Department of Education Employees and Officials for Fiscal Year (FY) 2019, this Office, through the Administrative Division announces the timeline for compliance with the required reports for the grant of the bonus.
2. The timeline of consolidation and submission to Regional Office (RO) of Performance Review and Evaluation Template (PRET) Forms to be observed by all Schools Division Office (SDO) Performance Management Teams (PMT) is as follows:

Date	Activity
Nov. 18 - 22	Schools and Schools Division Offices (SDO) prepare their Form 1.0 – List of Eligible Personnel
Nov. 22	Schools and SDOs upload their Form 1.0 in the Google Drive
Nov. 23 - 26	SDOs prepare the Form 1.3 – Ranking of Schools while RO prepares the Ranking of SDOs
Nov. 27 - 28	RO prepares the Ranking of Schools at the Regional Level
Nov. 29	RO submits the Ranking of Schools and SDOs to the Central Office (CO) PMT
Nov. 30 - Dec. 4	CO PMT validates the Forms 1.3 of Region VIII
Dec. 5 - 11	RO consolidates the Forms 1.0 of SDOs and Schools
Dec. 11	RO submits to CO PMT
Dec. 12 - 18	CO validates the submitted Forms and submits to AO 25 Task Force



3. In this regard, the Schools Division Superintendents (SDSs) must inform all School Heads of the following instructions:
  - a) Go to [bit.ly/r8pbb19](https://bit.ly/r8pbb19);
  - b) Download the template for the School Level Form 1.0;
  - c) Accomplish the template by following the instructions written in the template; and
  - d) Upload the accomplished template **on or before November 22, 2020**.
4. The SDO PMT, chaired by the Assistant SDS, must ensure that complete and accurate data are reflected in the reports and that the timeline set shall be strictly followed. As stated in the DepEd Order, inability to comply shall be ground for administrative action against the concerned PMT.
5. Further, SDSs and SDO PMT Chairpersons are advised to maximize delegation of functions to available personnel in the SDO, use of available facilities, and extended working hours, whenever necessary, for an efficient and prompt compliance with the requirements and deadlines to accelerate the release of FY 2019 PBB to all eligible personnel in the region before the end of December 2020.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

Enclosures: None

References: DepEd Order No. 28, s. 2019 and DM-PHROD-2020-00331

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

PERFORMANCE-BASED BONUS    TIMELINES

AD-PS-MLBG

