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

October 8, 2025

REGIONAL MEMORANDUM

No. **1313** s. 2025

**SUBMISSION OF FORM 1.0-REPORT ON RANKING OF DELIVERY UNITS
TO THE GRANT OF 2023 PERFORMANCE-BASED BONUS**

To: Schools Division Superintendents
RO/SDO Performance Management Team/PBB Focal Persons
All Others Concerned

1. With reference to the grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023, the Department is required to facilitate the submission of performance ranking reports of all its delivery units and personnel to the Department of Budget and Management through the AO 25 Inter-Agency Task Force Secretariat.
2. Relative thereto, the Schools Division Superintendents through the Division Performance Management Team and the PBB Focal Person are requested to submit complete and accurate Form 1.0-Report on Ranking of Delivery Units (List of Eligible Employees) using the downloadable template at <https://bit.ly/2023form1-template> and upload both Excel and signed Portable Document Format (PDF) files through the link: <https://tinyurl.com/FY2023PBBFORMDO> on or before **October 15, 2025** for consolidation by the Regional PBB Secretariat and submission to the National PBB Secretariat for validation.
3. Uploading of Form 1.0 shall be grouped according to the following levels:
 - a. FY 2023 PBB FORM 1.0 NAME OF SDO_ELEMENTARY
 - b. FY 2023 PBB FORM 1.0 NAME OF SDO_SECONDARY
 - c. FY 2023 PBB FORM 1.0 SDO PROPER
4. To be eligible for the grant of PBB 2023, employees shall individually have complied with the following requirements:
 - a. At least "Very Satisfactory" rating in the submitted RPMS Forms (IPCRF/OPCRF/CESPES Rating) within the given reglementary period.
 - b. Submitted the Statement of Assets, Liabilities and Net Worth (SALN) for FY 2022.
 - c. No unliquidated cash advance within reglementary period.
 - d. No administrative/criminal case that were found guilty with the final executory judgment in the FY 2022.

- e. Must have rendered at least nine (9) months service during the fiscal year, otherwise, personnel who rendered less than nine (9) months but minimum of three (3) months of service will be entitled a pro-rata basis corresponding to the actual length of service rendered.
5. The rating period for school-based personnel shall cover August 1, 2023 to July 31, 2024 while the rating period for non-school based personnel shall cover January to December of FY 2023.
6. Refer to DepEd Orders No. 5, s. 2022, No. 7, s. 2021 and AO 25 IATF Memorandum Circular 2023-1 for the specific guidelines.
7. Immediate dissemination of and compliance with this Memorandum are desired.



RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Office-in-Charge
Office of the Regional Director

Enclosure: DM-OUHROD-2025 dated October 3, 2025

References: DO 5, s. 2022; DO 7, s. 2021;
AO 25 IATF Memorandum Circular 2023-1

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

PERFORMANCE-BASED BONUS

REPORTS

SUBMISSION

AD-PS-EDR



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-_____

TO : Regional Directors
Regional Office Performance Management Teams (RO PMT)
All Others Concerned

FROM : *Fatima Lipp D. Panontongan*
FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary

Wilfredo E. Cabral
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : Guidelines on the Grant of the FY 2023 Performance-Based Bonus (PBB)

DATE : October 3, 2025

This is in reference to the result of the FY 2023 Performance Based Bonus Revised Final Eligibility Assessment issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO25 IATF). Based on the criteria and conditions under Section 4.0 of the AO 25 IATF Memorandum Circular No. 2023-1, the Department of Education (DepEd) has obtained a score of 80 points. Accordingly, DepEd has been declared eligible for the grant of the FY 2023 PBB, subject to the isolation of the units primarily accountable for identified non-compliances.

In this light, all RO PMTs are hereby instructed to consolidate the validated Form 1.0 of their respective school division offices and schools, which may be downloaded through this link: <https://bit.ly/2023form1-template>. **The validated and duly signed Form 1.0 shall be submitted on or before October 20, 2025.** Kindly ensure that the files are uploaded in both Excel and PDF format through the following link: <https://bit.ly/2023-form1-upload>

To ensure the efficient compliance of the Department with the process and timely release of the FY 2023 PBB, we reiterate the following:

- i. FY 2023 PBB Form 1.0 shall be grouped according to the following levels:
 - a. School Level – Elementary
 - b. School Level – Secondary
 - c. School Division Office
 - d. Regional Office

- ii. School-based personnel shall be included under the School Level (Elementary or Secondary, as applicable). For guidance, school-based personnel cover all teaching, school administration, related-teaching and non-teaching personnel assigned and/reassigned in schools and community learning centers (CLCs).

These include Alternative Learning System (ALS)/ mobile teachers, District ALS Coordinators (DALSC), medical personnel, administrative and finance personnel, SDO personnel who are officially designated as concurrent or officer-in-charge in schools/CLCs, who are servicing the schools/CLCs. These personnel whose plantilla may be lodged and/or stationed in the SDO or in multiple schools/CLC but whose nature of work involve learning delivery or support to school operations and management.

This coverage shall not include non-school-based personnel who are assigned/reassigned in DepEd Offices, from Central to SDOs, performing functions that are directly related to the teaching and learning process. They shall instead be included in the Form 1.0 of the SDO, RO and Central Office where they have been officially reporting the longest.

- iii. In accordance with DepEd Order 022, s. 2023, entitled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*, the **rating period for school-based personnel shall cover August 1, 2023 to July 31, 2024**. While the rating period of **non-school based personnel shall cover January to December of FY 2023**.
- iv. Eligible personnel must have complied with the following requirements as prescribed in the AO25 IATF Memorandum Circular 2023-1:
- An at least "Very Satisfactory" rating in the submitted RPMS Forms (IPCRF/OPCRF/CESPES Rating) within the given reglementary period
 - Submitted the Statement of Assets, Liabilities and Net Worth (SALN) for FY 2022
 - No unliquidated cash advance within reglementary period
 - No administrative/criminal case that were found guilty with final executory judgment in the FY 2022
 - Must have rendered **at least nine (9) months service** during the fiscal year, otherwise, personnel who **rendered less than nine (9) months but minimum of three (3) months of service will be entitled a pro-rata basis** corresponding to the actual length of service rendered.

For other related issues and concerns, your office may contact Bureau of Human Resource and Organizational Development – Personnel Division through landline: 8633-9345 or email at pbb.secretariat@deped.gov.ph.

Please be guided accordingly.