



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

September 25, 2026

REGIONAL MEMORANDUM

No. **1275** s. 2026

**SUBMISSION OF FORM 1.0-REPORT ON RANKING OF DELIVERY UNITS
TO THE GRANT OF 2024 PERFORMANCE-BASED BONUS**

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

1. With reference to the grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2024, 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 their respective Division Performance Management Teams (PMTs), PBB Focal Persons, and Human Resource Management Officers (HRMOs), are requested to accomplish and submit the complete and accurate Form 1.0: Report on Ranking of Delivery Units (List of Eligible Employees) using the prescribed downloadable template available at <https://tinyurl.com/mpmusydt>. Both the accomplished Excel file and the duly signed Portable Document Format (PDF) version shall be uploaded through the same link on or before **October 31, 2026**, for consolidation by the Regional PBB Secretariat and subsequent submission to the National PBB Secretariat for validation.
3. Uploading of Form 1.0 shall be grouped according to the following levels:
 - a. FY 2024 PBB FORM 1.0 NAME OF SDO_ELEMENTARY
 - b. FY 2024 PBB FORM 1.0 NAME OF SDO_SECONDARY
 - c. FY 2024 PBB FORM 1.0 SDO PROPER
4. To be eligible for the grant of PBB 2024, 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 2023.
 - 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 2023.
 - 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 performance evaluation period for school-based personnel shall cover **July 1, 2024 to June 30, 2025**, while the evaluation period for non-school-based personnel (Regional Office and Schools Division Office) shall cover **January 1, 2024, to December 31, 2024**.
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.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director 

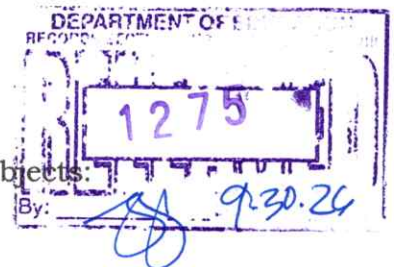
Enclosure: DM-OUHROD-2025 dated October 3, 2025

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