



Republic of the Philippines  
**Department of Education**

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**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS  
FOR THE DEPARTMENT OF EDUCATION EMPLOYEES  
AND OFFICIALS FOR FISCAL YEAR 2015**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
Division Chiefs  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Grant of Performance-Based Bonus (PBB) for the Department of Education Employees and Officials for Fiscal Year 2015**, which aims to establish a set of guidelines that provides for systematic, credible and evidence-based policy of linking organizational and individual performance to personnel incentives, and recognizing and rewarding exemplary accomplishment to foster teamwork and meritocracy.
2. The process, mechanism and criteria on the grant of PBB shall guide all DepEd schools and offices in evaluating the performance of each delivery unit and personnel, and in determining the level of personnel incentive corresponding to the level of achievement of their expected outputs.
3. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. Moreover, this policy shall take effect immediately after its issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.: As stated

References: DepEd Order Nos.: 30, s. 2015; 33, s. 2014 and 12, s. 2013  
DepEd Memorandum No. 200, s. 2013

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

BENEFITS	OFFICIALS	RULES AND REGULATIONS
FUNDS	PERFORMANCE	SCHOOLS
EMPLOYEES	POLICY	STRAND: Governance and Operations
LEGISLATIONS	RATING	TEACHERS

**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS  
FOR THE DEPARTMENT OF EDUCATION EMPLOYEES  
AND OFFICIALS FOR FISCAL YEAR 2015**

**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 grant 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 evaluated and incentivized in a verifiable, credible, and standardized process.

**II. Scope of Policy**

4. This DepEd Order provides for the fiscal year (FY) 2015 implementation of PBB in all DepEd schools and offices. Attached agencies shall be treated as separate entities. They shall satisfy the conditions for the agency eligibility and implement the rating and ranking of delivery units and personnel within the agency.

5. Delivery units in various levels of DepEd identified and specified below shall be covered by this Order.

- a. **Central level.** The Office of the Secretary (OSEC)<sup>1</sup>, Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), Bureau of Alternative Learning System (BALS)<sup>2</sup>, 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 Offices (ROs)<sup>3</sup> shall be treated as separate delivery units.

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<sup>1</sup> Including National Council for Children's Television (NCCT)

<sup>2</sup> Including Literacy Coordinating Council (LCC)

<sup>3</sup> Excluding ARMM

- c. **Division level.** All Schools Division Offices (SDOs) of the sixteen (16) regions that have operated and completed at least one (1) fiscal year as of December 31, 2015 and are included in the FY 2015 General Appropriations Act (GAA) shall be treated as separate delivery units (*see Annex 1 – List and Classification of SDOs*). All SDOs that do not satisfy these parameters shall be included in the mother division.
- d. **School level.** All elementary and secondary schools of the sixteen (16) regions that have a school ID registered in the Enhanced Basic Education Information System (EBEIS), and have operated and completed at least one (1) school year as of April 1, 2016<sup>4</sup> shall be treated as separate delivery units. Annex and extension schools that do not have school ID as of the start of SY 2015-2016 shall be included in the mother schools.

6. All officials and employees in the Department holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the Department, and whose compensation is charged to the lump sum appropriation under Personnel Services (PS), or those occupying positions in the DBM-approved contractual staffing pattern of the Department, shall be covered by this Order. The following shall be observed in determining eligibility of the individual.

- a. The eligibility of the Department Secretary shall be based on the eligibility of the agency. His/her PBB rate shall be fixed at PhP 35,000 for FY 2015.
- b. To be entitled to the full amount of PBB:
  - i. School-based personnel, regardless of the classification of position (i.e., teaching, non-teaching, teaching-related), should have rendered at least nine (9) months of service during the school year ending April 1, 2016; and
  - ii. Non school-based personnel in the Central Office (CO), ROs and SDOs, including personnel of the district offices, District ALS Coordinators (DALSC) and ALS mobile teachers, regardless of the classification of position, should have rendered at least nine (9) months of service during the fiscal year ending December 31, 2015.
- c. Employees who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

*Table 1: Criteria for Pro-rating*

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

<sup>4</sup> Based on the official school calendar for the SY 2015-2016 per DepEd Order No. 9, series 2015

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

- i. Being a newly hired employee
- ii. Retirement
- iii. Resignation
- iv. Rehabilitation Leave
- v. Maternity Leave and/or Paternity Leave
- vi. Vacation or Sick Leave with or without pay
- vii. Scholarship/Study Leave
- viii. Sabbatical Leave

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

- d. Employees belonging to the First and Second levels, and other officials performing managerial and executive functions, who are neither presidential appointees nor covered by the Career Executive Service Performance Evaluation System (CESPES), should receive a rating of at least "Satisfactory" under the Results-Based Performance Management System (RPMS).
  - i. In view of the on-going transition to the new organizational structure under the DepEd Rationalization Plan, CO employees shall be rated and ranked under the Performance Appraisal System for the Administrative Group (PASAG) in the first semester and RPMS in the second semester of FY 2015.
  - ii. Employees who do not have performance rating and/or receive an "Unsatisfactory" or "Poor" rating in any rating period within FY 2015 shall not be entitled to FY 2015 PBB.
  - iii. Employees who are entitled to the PBB on a pro-rata basis should have at least one rating of at least "Satisfactory" performance.

Third level officials and all incumbents of Career Executive Service (CES) positions<sup>5</sup> should receive a rating of at least "Very Satisfactory" under the CESPES. Payment of the PBB to Third level officials shall be contingent on the results of the CESPES.

- e. Personnel on detail, reassigned, or transferred to another delivery unit shall be rated and ranked by the delivery unit where he/she served longer within FY 2015. If equal months were served for each delivery unit, he/she shall be included in the recipient delivery unit.
- f. Personnel found guilty of administrative and/or criminal cases filed against him/her and meted penalty in FY 2015 shall not be entitled to the FY 2015 PBB, notwithstanding the pendency of an appeal. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within FY 2015. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

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<sup>5</sup> Pursuant to Career Executive Service Board (CESB) Resolution No. 1093

- g. Officials and employees who failed to submit the FY 2014 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under Civil Service Commission (CSC) MC No. 3, series 2015, shall not be entitled to the FY 2015 PBB. The filing of SALN is in accordance with the Republic Act (RA) 6713, otherwise known as *Code of Conduct and Ethical Standards for Public Officials and Employees*, which states that SALN must be filed: i) within thirty (30) days after assumption of the office; ii) on or before April 30 of every year thereafter; and iii) within thirty (30) days after separation from the service. Failure of an official or employee to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties: i) 1st offence – suspension for one (1) month and one (1) day to six (6) months; and ii) 2nd offense – dismissal from the service.
- h. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the Commission of Audit (COA) shall not be entitled to the FY 2015 PBB.

### III. Definition of Terms

7. 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 across-the-board bonus equivalent to PhP 5,000 or one (1) month basic salary given to qualified government personnel of the agencies that meet the conditions stipulated in EO No. 181, s. 2015.
- c. **Performance-Based Bonus (PBB)** is a top-up bonus ranging from PhP 5,000 to PhP 35,000, which shall be granted 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:

- i. Early Child Care and Development (ECCD) Council<sup>6</sup>;
  - ii. National Book Development Board (NBDB);
  - iii. National Council for Children's Television (NCCT);
  - iv. National Museum; and
  - v. Philippine High School for the Arts (PHSA).
- h. **Delivery Unit** refers to the bureaus/services/centers/offices of the CO, ROs, SDOs 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**

8. The DepEd hereby establishes the set of guidelines on the grant of PBB to its employees and officials for FY 2015 that provides for systematic, credible and evidence-based policy of linking organizational and individual performance to personnel incentives, and recognizing and rewarding exemplary accomplishment to foster teamwork and meritocracy.

Once DepEd, as an agency, qualifies or acquires eligibility for the FY 2015 PBB based on the criteria set by the IATF stipulated under Memorandum Circular (MC) No. 2015-1, the delivery units and personnel within the agency shall be ranked. The ranking shall determine the performance category and level of PBB that each personnel shall receive.

The 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.

#### **V. Procedures**

##### **A. Agency Eligibility**

9. 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 Congress-approved performance targets for the delivery of MFOs under the Performance Informed Budget (PIB) in the FY 2015 GAA, and the targets for STO and GASS;
- b. Achieve at least 90% of each one of the priority program/project targets for FY 2015 agreed with the President under the five KRAs of EO No. 43;
- c. Satisfy 100% of the good governance conditions set by the Administrative Order (AO) No. 25 IATF for FY 2015, to wit:
  - i. Maintain/update the Agency Transparency Seal as mandated in Section 98 of the FY 2015 GAA (or RA 10651);

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<sup>6</sup> The ECCD Council shall notify the IATF and DepEd on their readiness to participate in the PBB.

- ii. Maintain/update the Philippine Government Electronic Procurement System (PhilGEPS) posting per RA 9184 (*see Annex 2 – Guideline on PhilGEPS*); and
  - iii. Maintain/update the Citizen’s Charter or its equivalent Service Charter as mandated by RA 9485.
- d. Use the RPMS in rating and ranking First and Second level employees and officials, including officials holding managerial and director positions but are not presidential appointees; and CESPES in rating and ranking of CES officials and incumbents of CES positions<sup>7</sup>.

10. To be eligible for a higher percentage distribution in the ranking of delivery units, DepEd must achieve at least 90% of each one of the additional targets of the Secretary as reflected in the OP Planning Tool Form 1 in addition to the criteria in provision no. 9.

11. Inability to meet any of these pre-conditions shall render ineligibility for FY 2015 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.

12. The NPREC shall be responsible for ensuring that the Department qualifies for the grant of PBB and implementing the performance ranking based on this Order.

**B. 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. Except for schools, delivery units shall be ranked according to the following performance categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

However, if the Department qualifies for a higher percentage distribution, conditions of which is stipulated in provision no. 10, delivery units shall be ranked according to the following performance categories:

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<sup>7</sup> CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months

**Ranking**  
 Top 15%  
 Next 30%  
 Next 55%

**Performance Category**  
 Best Delivery Unit  
 Better Delivery Unit  
 Good Delivery Unit

16. 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 nationally-funded teaching personnel (warm-bodies) as of April 1, 2016 specified in Table 2 below:

*Table 2: Criteria on the Classification of Schools*

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

- 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:
  - i. Office Performance Commitment and Review Form (OPCRF) overall score
  - ii. % of learners who scored average and better in LAPG<sup>8</sup>, NAT<sup>9</sup> or its equivalent in SY 2014-15;
  - iii. Simple dropout rate<sup>10</sup> in SY 2014-15; and
  - iv. % of liquidation of school MOOE from January 1 to December 31, 2015 and timeliness of submission of liquidation reports as of the 5<sup>th</sup> working day of the succeeding month.
- e. Additional points shall be given to schools that have shown improvements in the indicators in provision nos. 16(d)(ii) and 16(d)(iii) as compared to the previous year's performance.

<sup>8</sup> Based on the quartile distribution in overall test as computed by the National Education Testing and Research Center (NETRC)

<sup>9</sup> Based on the quartile distribution in overall test as computed by the National Education Testing and Research Center (NETRC)

<sup>10</sup> As defined in the National Statistical Coordination Board (NSCB) – Inter-Agency Committee on Education Statistics (IACES) Glossary of Commonly Used Terms in Education Statistics, dropout 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.



- f. Schools that 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.
- i. The school is awarded as Best Implementor of Brigada Eskwela in the national level in SY 2014-15 (see Annex 3 – Best Implementing Schools of Brigada Eskwela in SY 2014-15).
  - ii. The school is a recipient of national awards/recognitions in SY 2014-15 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 3 below:

*Table 3: Point System for the School Level*

<b>Performance Indicators</b>	<b>Maximum Points<sup>11</sup></b>	<b>Determination of Points</b>
<b>OPCRF overall score</b>	50	<p>The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:</p> <p><b>(OPCRf overall score / 5) x 50</b></p> <p>Example: OPCRf overall score = 3.675</p> <p><math>(3.675 / 5) \times 50 = 36.75</math> points</p>
<p><b>% of learners who scored average and better in LAPG, NAT or its equivalent in SY 2014-15</b></p> <p>LAPG results shall be used for incomplete elementary schools; while NAT G6 shall be used for complete elementary schools. Schools that do not have LAPG or NAT G6 shall use the results of the School Readiness Year-End Assessment (SReYA) or the general average of pupils in the highest grade level offering, in that order.</p> <p>For secondary, in the absence of NAT Y4, the NCAE-GSA or the general average of students in the highest year level offering, in that order, shall be used.</p>	20	<p>80% and above = 20 points, regardless of the improvement from the previous year</p> <p>If below 80%, the score will be computed as:</p> <p><b>[%<sub>SY2014-15</sub> x 20] plus additional points</b></p> <p>Additional points will be computed as:</p> <ul style="list-style-type: none"> <li>- Each % increase from the previous year will be given an equivalent additional point, for a maximum of 5 points. However, a decline in the % will not be given any deduction in points.</li> </ul> <p>Example: SY 2013-14 = 68% SY 2014-15 = 70% Improvement = 2%</p> <p><math>(0.70 \times 20) + 2 = 16</math> points</p>

<sup>11</sup> Including additional points

<p><b>Simple Dropout Rate in SY 2014-15</b></p>	<p>20</p>	<p>1% and below = 20 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><b><math>[(10 - \%) / 10] \times 20</math> plus additional points</b></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"> <li>- Each % decrease from the previous year will be given an equivalent additional point, for a maximum of 5 points. However, an increase in dropout rate will not be given any deduction in points.</li> </ul> <p>Example:  SY 2013-14 = 5%  SY 2014-15 = 3%  Improvement = 2%</p> <p><math>[(10 - 3) / 10] \times 20 + 2 = 16</math> points</p>
<p><b>% of liquidation of school MOOE from January 1 to December 31, 2015 and timeliness of monthly submission as of the 5<sup>th</sup> working day of the succeeding month</b></p> <p>Schools with no MOOE allocation due to failure in liquidating MOOE in the previous year shall be given 0 points</p> <p>Newly established schools with no MOOE allocation shall use the liquidation data of LGU-funds as certified by the LGU</p> <p>School annexes and extensions with MOOE attached to the mother school shall use the liquidation data of the mother school</p> <p>IUs shall use the FY 2015 budget utilization rate and timeliness of submission of BFARs in accordance with the reglementary period as required by DBM.</p>	<p>10</p>	<p>The distribution of points in this indicator will be:</p> <p>% Liquidation of MOOE = 7 pts  Timeliness = 3 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 multiplying % liquidation by 7 points. % liquidation will be computed based on the total amount of MOOE allocated to the school for the year 2015.</p> <p>The points assigned for timeliness will be computed by subtracting 0.25 points for every month of late submission from the 3 points assigned for this item.</p> <p><b><math>(\% \text{Liquidation} \times 7) + [3 \times (\text{number of late submissions} \times 0.25)]</math></b></p> <p>Example:  %Liquidation = 95%  No. of late monthly submission = 4</p> <p><math>(0.95 \times 7) + [3 - (4 \times 0.25)] = 8.65</math> points</p>

<b>Plus factor:</b>	1	<i>Additional 1 point is given if the school achieved any of the two (2) criteria enumerated under provision no. 16(f), 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, schools with the same total scores will be ranked based on the following criteria, in this order, until the tie is broken:
- i. OPCRIF overall score
  - ii. % of learners who scored average and better in NAT or its equivalent in SY 2014-15
  - iii. Simple dropout rate in SY 2014-15
  - iv. % liquidation of school MOOE from January 1 to December 31, 2015 (or whichever data used in this category)
  - v. Timeliness of monthly submission of liquidation reports as of the 5<sup>th</sup> working day of the succeeding month
  - vi. Percentage increase from the previous year's performance in the % of learners who scored average or better in NAT or its equivalent; except that priority shall be given to school/s with current year's performance of 80% and above
  - vii. Percentage decrease from previous year's simple dropout rate; except that priority shall be given to school/s with current year's dropout rate of 1% and below

If after the above cited criteria have been considered and there is still a tie, all schools with equal total scores will be moved to the next performance category.

- 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 below shall be used.

<b>Ranking</b>	<b>Performance Category</b>	<b>Incentive</b>
Top 2.00%	Level 8	PhP 35,000
Next 3.75%	Level 7	PhP 25,000
Next 3.50%	Level 6	PhP 20,000
Next 6.50%	Level 5	PhP 15,000
Next 7.50%	Level 4	PhP 13,500
Next 20.75%	Level 3	PhP 10,000
Next 13.75%	Level 2	PhP 7,000
Next 42.25%	Level 1	PhP 5,000

However, if the Department meets at least 90% of each one of the FY 2015 targets of the Secretary as reflected in the OP Planning Tool Form 1 in addition to the criteria in provision no. 9, delivery units shall be ranked according to the following performance categories:

<b>Ranking</b>	<b>Performance Category</b>	<b>Incentive</b>
Top 3.00%	Level 8	PhP 35,000
Next 4.50%	Level 7	PhP 25,000
Next 5.25%	Level 6	PhP 20,000
Next 5.50%	Level 5	PhP 15,000
Next 9.00%	Level 4	PhP 13,500
Next 20.50%	Level 3	PhP 10,000
Next 16.50%	Level 2	PhP 7,000
Next 35.75%	Level 1	PhP 5,000

17. Division level ranking

- a. All SDOs 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 SDO such that a separate ranking be conducted for small, medium, large, and very large divisions. This classification of SDOs is based on the number of enrollees, teachers, schools, and districts (*see Annex 1 – List and Classification of SDOs*).
- c. All SDOs shall be measured and ranked based on the following indicators:
  - i. OPCRf overall score
  - ii. % of 5 year old children enrolled in Kindergarten in SY 2014-15, both Public and Private
  - iii. % of 6-11 year old pupils enrolled in Elementary in SY 2014-15, both Public and Private
  - iv. % of 12-15 year old students enrolled in Secondary in SY 2014-15, both Public and Private
  - v. % 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 2014-15
  - vi. % 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 2014-15
  - vii. Simple dropout rate in SY 2014-15, both Public and Private
  - viii. % of school MOOE downloaded three (3) working days upon receipt of liquidation reports of schools
  - ix. % of FY 2015 newly created teaching and non-teaching items with NOSCA filled up within three (3) months
  - x. % of excess teachers redeployed<sup>12</sup> in SY 2014-15, including those hired by the Local School Board (LSB)
  - xi. % of private schools submitting EBEIS data on or before August 28, 2015

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<sup>12</sup> Including transfer of plantilla items of excess teachers from one school to another

- xii. % of applications for permit to operate/recognition<sup>13</sup> processed and endorsed to the RO within the prescribed number of days of processing vis-à-vis the total number of private school applicants with complete documentary requirements in FY 2015
  - xiii. % of A&E passers over enrollees in FY 2015
- d. SDOs that 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.
- i. The SDO 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, 2015.
  - ii. The SDO has an Inter-Quartile Ratio (IQR)<sup>14</sup> for Teachers of at least 1.3 in SY 2014-15.
- 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*

<b>Performance Indicators</b>	<b>Maximum Points</b>	<b>Determination of Points</b>
<b>OPCRF overall score</b>	50	<p><i>The points for this item will be computed by dividing the OPCRF overall score by the highest possible OPCRF score (5 points), then multiplying the quotient by the maximum points, i.e.:</i></p> <p><b><i>(OPCRF overall score / 5) x 50</i></b></p> <p><i>Example:</i>  <i>OPCRF overall score = 3.675</i></p> <p><i>(3.675 / 5) x 50 = 36.75 points</i></p>
<b>% of 5 year old children enrolled in Kindergarten in SY 2014-15, both Public and Private</b>	5	<p><i>The points for this item will be computed by multiplying the Kindergarten NER by the maximum points, i.e.:</i></p> <p><b><i>Kindergarten NER x 5</i></b></p> <p><i>Example:</i>  <i>Kindergarten NER = 95%</i>  <i>0.95 x 5 = 4.75 points</i></p>
<b>% of 6-11 year old pupils enrolled in Elementary in SY 2014-15, both Public and Private</b>	5	<p><i>The points for this item will be computed by multiplying the Elementary NER by the maximum points, i.e.:</i></p> <p><b><i>Elementary NER x 5</i></b></p> <p><i>Example:</i>  <i>Elementary NER = 95%</i>  <i>0.95 x 5 = 4.75 points</i></p>

<sup>13</sup> 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

<sup>14</sup> 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><b>% of 12-15 year old students enrolled in Secondary in SY 2014-15, both Public and Private</b></p>	<p>5</p>	<p>The points for this item will be computed by multiplying the Secondary NER by the maximum points, i.e.:</p> <p><b>Secondary NER x 5</b></p> <p>Example: Secondary NER = 95% <math>0.95 \times 5 = 4.75</math> points</p>
<p><b>% 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 2014-15</b></p>	<p>5</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><b>%ES x 5</b></p> <p>Example: %ES = 90% <math>0.90 \times 5 = 4.5</math> points</p>
<p><b>% 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 2014-15</b></p>	<p>5</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><b>%SS x 5</b></p> <p>Example: %SS = 90% <math>0.90 \times 5 = 4.5</math> points</p>
<p><b>Simple dropout rate in SY 2014-15, both Public and Private</b></p>	<p>5</p>	<p>1% and below = 5 points 10% and above = 0 points</p> <p>Between 1% and 10%, the score will be computed as:</p> <p><b><math>[(10 - \%) / 10] \times 5</math></b></p> <p>Example: %Dropout = 2.5% <math>[(10 - 2.5) / 10] \times 5 = 3.75</math> points</p>
<p><b>% of school MOOE downloaded three (3) working days upon receipt of liquidation reports of schools</b></p>	<p>5</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><b>%DownloadedMOOE x 5</b></p> <p>However, % of school MOOE downloaded on time below 90% will automatically be given 0 points.</p> <p>Example: %DownloadedMOOE = 95% <math>0.95 \times 5 = 4.75</math> points</p>

<p><b>% of FY 2015 newly created teaching and non-teaching items with NOSCA filled up within 3 months</b></p>	<p>5</p>	<p>The points for this item will be computed by multiplying the percentage of FY 2015 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><b>%Filled x 5</b></p> <p>Example: %Filled = 90% <math>0.90 \times 5 = 4.5</math> points</p>
<p><b>% of excess teachers re-deployed in SY 2014-15, including those hired by the Local School Board (LSB)</b></p>	<p>2.5</p>	<p>The points for this item will be computed by multiplying the percentage of excess teachers re-deployed in SY 2014-15, including LSB-hired teachers, by the maximum number of points, i.e.:</p> <p><b>%Deployed x 2.5</b></p> <p>Example: %Deployed = 90% <math>0.90 \times 2.5 = 2.25</math> points</p>
<p><b>% of private schools submitting EBEIS data on or before August 28, 2015</b></p>	<p>2.5</p>	<p>The points for this item will be computed by multiplying the % of private schools submitting EBEIS data on or before August 28, 2015 by the maximum number of points, i.e.:</p> <p><b>%PrivateSchools x 2.5</b></p> <p>Example: %PrivateSchools = 90% <math>0.90 \times 2.5 = 2.25</math> points</p>
<p><b>% of applications for permit to operate/ recognition processed and endorsed to the RO within the prescribed number of days of processing vis-à-vis the total number of private school applicants with complete documentary requirements in FY 2015</b></p>	<p>2.5</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 RO within the prescribed number of days of processing vis-à-vis the total number of private school applicants with complete documentary requirements in FY 2015 by the maximum number of points, i.e.:</p> <p><b>%Endorsed x 2.5</b></p> <p>Example: %Endorsed = 90% <math>0.90 \times 2.5 = 2.25</math> points</p>
<p><b>% of A&amp;E passers over enrollees in FY 2015</b></p>	<p>2.5</p>	<p>The points for this item will be computed by multiplying the % of A&amp;E passers over enrollees in FY 2015 by the maximum number of points, i.e.:</p> <p><b>%A&amp;Epassers x 2.5</b></p> <p>Example: %A&amp;E passers = 90% <math>0.90 \times 2.5 = 2.25</math> points</p>

<b>Plus factor:</b>	1	<i>Additional 1 point is given if the schools division achieved any of the two (2) criteria enumerated under provision no. 17(d), for a maximum of 1 point. Point in the plus factor is on top of the total score of the above cited indicators.</i>
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- 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 in provision no. 15.

18. Regional level ranking

- a. All regions shall be ranked nationally.
- b. All regions shall be measured and ranked based on the following indicators:
- i. OPCRf overall score
  - ii. % of SDOs within the region categorized as Best and Better
  - iii. % accomplishment/utilization vis-à-vis the Annual Work and Financial Plan (AWFP) (based on obligations as of December 31, 2015)
  - iv. Timeliness and completeness of submission of quarterly budget accomplishment reports (BARs) to the Planning and Programming Division – Planning Service (PPD-PS) of the DepEd CO
  - v. % liquidation of cash advances from January 1 to December 31, 2015
  - vi. % of private schools with permit to operate or which acquired recognition to total number of private schools as of February 2016
  - vii. % of applications for permit to operate/recognition<sup>15</sup> processed and approved within the prescribed number of days of processing vis-à-vis the total number of private school applicants endorsed by the schools divisions in FY 2015
- c. The computation of points for each indicator is specified in Table 5 below:

*Table 5: Point System for Regional Level*

<b>Performance Indicators</b>	<b>Maximum Points</b>	<b>Determination of Points</b>
<b>OPCRf overall score</b>	50	<p><i>The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:</i></p> <p><b><i>(OPCRf overall score / 5) x 50</i></b></p> <p><i>Example:</i>  OPCRf overall score = 3.675</p> <p><i>(3.675 / 5) x 50 = 36.75 points</i></p>

<sup>15</sup> 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



<p><b>% of SDOs within the region categorized as Best and Better</b></p>	<p>15</p>	<p>The points for this item will be computed by multiplying the % of SDOs within the region categorized as Best and Better by the maximum number of points, i.e.:</p> <p><b>% Best/Better x 15</b></p> <p>Example:  % Best/Better = 90%  0.90 x 15 = 13.5 points</p>
<p><b>% accomplishment/ utilization vis-à-vis the AAFP</b>  <i>(based on obligations as of December 31, 2015)</i></p>	<p>15</p>	<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><b>%Accomplishment/Utilization x 15</b></p> <p>However, % of accomplishment/ utilization vis-à-vis AAFP below 90% will automatically be given 0 points.</p> <p>Example:  %Accomplishment/ Utilization = 95%  0.95 x 15 = 14.25 points</p>
<p><b>Timeliness and completeness of submission of quarterly budget accomplishment reports (BARs) to PPD-OPS</b></p>	<p>5</p>	<p>The distribution of points in this indicator will be:</p> <p>Timeliness = 2.5 pts  Completeness = 2.5 pts</p> <p>The score will be computed as:</p> <p>The points for timeliness will be computed by subtracting 0.625 points for every report with late submission from the 2.5 points assigned for this item. The reckoning date shall be the date that the signed BARs are received by the PPD-PS, either through courier and/or electronic mail.</p> <p>The points for completeness will be computed by subtracting 0.625 points for every report with incomplete element/s from the 2.5 points assigned for this item.</p> <p><b>[[2.5 – (no. of late report/s x 0.625)] + [[2.5 – (no. of incomplete report/s x 0.625)]]</b></p> <p>Example:  No. of late report/s = 1  No. of incomplete report/s = 1</p> <p>[[2.5 – (1 x 0.625)] + (2.5 – (1 x 0.625))] = 3.75 points</p>

<p><b>% of liquidation of cash advances from January 1 to December 31, 2015</b></p>	<p>5</p>	<p>The points for this item will be computed by multiplying the % of cash advances received and liquidated from January 1 to December 31, 2015 by the maximum number of points, i.e.:</p> <p><b>%Liquidated x 5</b></p> <p>Example: %Liquidated = 90% <math>0.90 \times 5 = 4.5</math> points</p>
<p><b>% of private schools with permit to operate or which acquired recognition to total number of private schools as of February 2016</b></p>	<p>5</p>	<p>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 2016 by the maximum number of points, i.e.:</p> <p><b>%PrivateSchoolsw/Permit x 5</b></p> <p>Example: %PrivateSchoolsw/Permit = 90% <math>0.90 \times 5 = 4.5</math> points</p>
<p><b>% of applications for permit to operate/ recognition processed and approved within the prescribed number of days of processing vis-à-vis the total number of private school applicants endorsed by the schools divisions in FY 2015</b></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 approved within the prescribed number of days of processing vis-à-vis the total number of private school applicants endorsed by the schools divisions by the maximum number of points, i.e.:</p> <p><b>%Approved x 5</b></p> <p>Example: %Approved = 90% <math>0.90 \times 5 = 4.5</math> 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 in provision no. 15.

19. Central level ranking

- a. The delivery units in the CO specified in provision no. 11(a) shall be measured and ranked according to the following indicators:
- i. OPCRf overall score
  - ii. % accomplishment/utilization vis-à-vis the AWPf (based on obligations as of December 31, 2015)
  - iii. % liquidation of cash advances from January 1 to December 31, 2015
  - iv. Timeliness and completeness of submission of quarterly budget accomplishment reports (BARs) to PPD-PS of the DepEd CO

- b. Inability to accomplish the targets identified in the AAFP due to valid reasons that 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 National Performance Review and Evaluation Committee (NPREC).
- c. The computation of points for each indicator is specified in Table 6 below:

*Table 6: Point System for Central Office*

<b>Indicators</b>	<b>Maximum Points</b>	<b>Determination of Points</b>
<b>OPCRF overall score</b>	50	<p><i>The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:</i></p> <p><b><i>(OPCRf overall score / 5) x 50</i></b></p> <p><i>Example:</i>  OPCRf overall score = 3.675  <i>(3.675/5) x 50 = 36.75 points</i></p>
<b>% accomplishment/  utilization vis-à-vis the  AAFP</b> <i>(based on obligations as of  December 31, 2015)</i>	25	<p><i>The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis the AAFP by the maximum number of points, i.e.:</i></p> <p><b><i>%Accomplishment/Utilization x 25</i></b></p> <p><i>However, % of accomplishment/ utilization vis-à-vis AAFP below 90% will automatically be given 0 points.</i></p> <p><i>Example:</i>  %Accomplishment/Utilization = 95%  0.95 x 25 = 23.75 points</p>
<b>% of liquidation of cash  advances from January 1  to December 31, 2015</b>	20	<p><i>The points for this item will be computed by multiplying the % of cash advances received and liquidated from January 1 to December 31, 2015 by the maximum number of points, i.e.:</i></p> <p><b><i>%Liquidated x 20</i></b></p> <p><i>Example:</i>  %Liquidated = 90%  0.90 x 20 = 18 points</p>

<p><b>Timeliness and completeness of submission of quarterly budget accomplishment reports (BARs) to PPD-OPS</b></p>	<p>5</p>	<p><i>The distribution of points in this indicator will be:</i></p> <p><i>Timeliness = 2.5 pts</i>  <i>Completeness = 2.5 pts</i></p> <p><i>The score will be computed as:</i></p> <p><i>The points for timeliness will be computed by subtracting 0.625 points for every report with late submission from the 2.5 points assigned for this item. The reckoning date shall be the date that the signed BARs are received by the PPD-PS, either through courier and/or electronic mail.</i></p> <p><i>The points for completeness will be computed by subtracting 0.625 points for every report with incomplete element/s from the 2.5 points assigned for this item.</i></p> <p><b><i>[(2.5 - (no. of late report/s x 0.625)) + (2.5 - (no. of incomplete report/s x 0.625))]</i></b></p> <p><i>Example:</i>  <i>No. of late report/s = 1</i>  <i>No. of incomplete report/s = 1</i></p> <p><i>[(2.5 - (1 x 0.625)) + (2.5 - (1 x 0.625))] = 3.75 points</i></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 in provision no. 15.

20. All delivery units that are affected by major calamities in FY 2015 shall be ranked using FY 2014 data except for the information in the plus factor. Requests for exemption due to major calamities shall be submitted to the NPREC for verification and approval.

**C. Individual Performance Review and Evaluation**

21. Individual forced ranking shall apply to CO, ROs, SDOs. Personnel of the district offices, DALSC and ALS mobile teachers shall be included in the SDO. The criteria specified in provision no. 6 shall be the basis in determining the delivery unit that each employee should be included.

22. After determining the performance category of delivery units, personnel within each delivery unit shall be classified based on salary grade bracket such that individual forced ranking be conducted separately among First and Second level personnel.

23. The numeric results of the applicable performance appraisal for FY 2015, as specified in Table 7 below, shall be used to determine which among the employees in each delivery unit will fall under Best, Better, and Good categories.

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 incumbents of CES positions	CESPES
First and Second level 1. All SDO employees <i>(including all Public Schools District Supervisors, District ALS Coordinators and ALS Mobile Teachers)</i> 2. All RO employees 3. All CO employees 4. All other officials not covered by CESPES	RPMS <i>Note: CO employees shall use the PASAG in 1<sup>st</sup> semester of FY 2015</i>

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

a. For Best delivery units:

Ranking	Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

b. For Better delivery units:

Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

c. For Good delivery units:

Ranking	Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

25. 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% / 15%)	PhP 35,000 (20%)	PhP 20,000 (35%)	PhP 10,000 (45%)
Better Delivery Unit (25% / 30%)	PhP 25,000 (15%)	PhP 13,500 (30%)	PhP 7,000 (55%)
Good Delivery Unit (65% / 55%)	PhP 15,000 (10%)	PhP 10,000 (25%)	PhP 5,000 (65%)

26. Third level officials and all incumbents of CES positions shall automatically receive the highest amount of PBB that the delivery unit where he/she belongs will receive. They shall not be included in the ranking of individuals. However, performance ratings of the Third level officials shall be subjected to executive checking and vetting by their respective immediate superiors.

27. The Department Secretary shall not be included in the ranking of individuals. His/her PBB shall be fixed at PhP 35,000 once the DepEd qualifies for the grant of FY 2015 PBB.

28. All DepEd officials and employees, including teachers, who are recipients of national awards in FY 2015 from Civil Service Commission (CSC), Metrobank Foundation and National Literacy Awards are automatically entitled to PhP 35,000 bonus regardless of the rank or performance category of their delivery unit (see Annex 4 for the List of National Awardees).

**D. Performance Review and Evaluation Committees**

29. 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*

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

30. The functions and responsibilities of the PRECs shall include the following:
- a. Select the DepEd-recognized CSO that will act as observer in all PREC meetings and discussions;
  - b. Form a team to conduct the orientation and information dissemination activities especially on the rationale, criteria, and process for the grant of PBB;
  - c. Immediately convene en banc to agree on the basics in performance review and evaluation particularly on the process and timelines. The 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. Gather 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 NPREC;
  - g. Ensure that PBB is implemented before the end of fiscal year 2015; and
  - h. Address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
  - i. 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.
  - j. The NPREC Secretariat shall also act as the PBB National Secretariat.

#### **E. Performance Reporting and Validation**

31. Performance review and evaluation templates (PRETs) are tools that shall be used by each PREC to determine the performance category and level of PBB of delivery units and personnel. These PRETs 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. These PRETs can be downloaded from the official website (<http://www.deped.gov.ph/others>) and/or requested through electronic mail ([pbb.secretariat@gmail.com](mailto:pbb.secretariat@gmail.com)). 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 PRET<sup>16</sup>

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<sup>16</sup> Shall apply to division, regional and central office personnel only

32. Final reports duly signed by the authorized signatory shall be submitted using the following forms:

- a. Report on Ranking of Schools (Form 1.0) – *see Annex 5*;
- b. Report on Ranking of Delivery Units and Personnel (Form 1.1)<sup>17</sup> – *see Annex 6*; and
- c. Report on Ranking of Personnel (Form 2.0) – *see Annex 7*.

33. **School level ranking**

- a. Separate ranking shall be conducted for elementary and secondary levels. The DPREC shall conduct the ranking of elementary schools within the division. The RPREC shall conduct the ranking for secondary schools within the region. The NPREC shall conduct the ranking for the RSHSs.
- b. Schools, except RSHSs, shall be classified as small, medium and large based on the criteria specified in Table 2 under provision no. 16(b). A separate School Level PRET shall be used for each classification.
- c. Each PREC shall identify the eligible employees per school based on the criteria stipulated in provision no. 6.
- d. Each PREC shall input all the required school data/information in the School Level PRET. Data/information on the percentage of learners who scored average and better in LAPG, NAT, NCAE and SReYA, simple dropout rate and plus factors will be provided by the NPREC through electronic mail. Other data/information that are not available in the CO, such as OPCRF overall score, 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, will be provided by the PREC concerned.
- e. The School Level PRET will automatically compute for total score of each school once all the required data/information are inputted.
- f. Each PREC shall rank or sort the total scores from highest to lowest to determine the performance category and amount of incentive that each school will receive.
- g. Each PREC shall check the correctness and accuracy of the ranking and address issues such as tie breaking. National awardees shall also be identified and accounted for.
- h. Each PREC shall summarize the results of school level ranking using the Report on Ranking of Schools (Form 1.0) – *see Annex 5*.
- i. The RPREC shall evaluate and consolidate the results of the school level ranking for both elementary and secondary schools.
- j. The PBB National Secretariat shall conduct validation workshops with RPREC/DPREC representatives to finalize the school level ranking, and collect the consolidated Reports on Ranking of Schools (Forms 1.0), along with the transmittal and certification letter (*see Annex 8*) duly signed by the PREC Chair and Head of Office. All Forms 1.0 shall be submitted to

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<sup>17</sup> Shall apply to division, regional and central levels



the PBB National Secretariat. Deadline of submission shall be announced on a separate memorandum.

**34. Division, regional and central level ranking**

- a. Using the applicable PRET, the NPREC shall conduct the division, regional and central level ranking. The NPREC shall inform all DepEd offices on the ranking results.
- b. Each PREC shall identify the eligible employees in their respective offices based on the criteria stipulated in provision no. 6.
- c. Using the Individual PRET, each PREC shall conduct the individual ranking of their respective personnel.
- d. Each PREC shall check the correctness and accuracy of the ranking and address issues such as tie breaking. National awardees shall also be identified and accounted for.
- e. Each PREC shall submit the Report on Ranking of Personnel (Form 2.0) – *see Annex 7*, along with the transmittal and certification letter (*see Annex 9*) duly signed by the PREC Chair and Head of Office. All Forms 2.0 shall be submitted to the PBB National Secretariat. Deadline of submission shall be announced on a separate memorandum.
- f. The NPREC shall summarize all the division, regional and central level ranking using the Report on Ranking of Delivery Units and Personnel (Form 1.1) – *see Annex 6*.

35. Only the submissions duly signed by the authorized signatory shall be considered final. Retrieval and/or revisions of submitted forms must be accompanied by a justification.

36. The PBB National Secretariat shall ensure the accuracy and completeness of all the ranking reports.

37. The PBB National Secretariat shall transmit to IATF the FY 2015 DepEd proposed PBB implementation plan for funding and implementation.

38. Inaccuracy and incompleteness of reports submitted, and inability to comply with the requirements and deadlines shall be a ground for administrative action against the concerned PREC and authorized signatories, in accordance with Section 46(F) of the Revised Rules on Administrative Cases in the Civil Service, unless proper justification is provided.

## F. Timeline

Table 10: Timeline for PBB Implementation for FY 2015

Activity	Concerned Body	Deadline
Agency Eligibility a) Submission of the FY 2015 Agency Accomplishments on MFO, STO, GASS, and Priority Programs/Projects b) Compliance with the Good Governance Conditions	NPREC	August 2015 to April 2016
Submission to PBB National Secretariat of updated names and contact details of PREC members and secretariat	PBB National Secretariat Regional Directors PRECs	July 25, 2016
Conduct of PBB Orientations cum Validation Workshops; Performance Review and Evaluation of Delivery Units and Personnel	PBB National Secretariat PRECs	August to September 2016
Submission of FY 2015 DepEd proposed PBB implementation plan for funding and implementation to IATF	PBB National Secretariat	September 2016
Grant of Bonus	DepEd DBM	October 2016

## G. Information and Communication

39. Using Annex 10, all ROs shall submit to the PBB National Secretariat a consolidated document containing the names and contact details of RPREC and DPREC members, observers, and secretariat on or before July 25, 2015.

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

- a. Official mailing address: PBB National Secretariat c/o Personnel Division, DepEd Complex, Meralco Avenue, Pasig City 1600
- b. E-mail account: [pbb.secretariat@gmail.com](mailto:pbb.secretariat@gmail.com)
- c. Landline: (02) 636-6546 / 633-9345

41. The PBB National Secretariat shall regularly disseminate PBB-related information announcements, advisories and memoranda.

42. The PBB National Secretariat shall manage all the communication channels.

**H. Grievance Committee**

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

*Table 11: Composition of Grievance Committee*

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

44. 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.

**VI. Funding Source**

44. Funds shall be charged against under the Miscellaneous Personnel Benefits Fund (MPBF) in the GAA.

45. The PBB shall be subjected to tax per RA 10653 which states that:

*“Gross benefits received by officials and employees of public and private entities: Provided, however, That the total exclusion under this subparagraph shall not exceed eighty-two thousand pesos (P82,000) which shall cover:”*

*“Other benefits such as productivity incentives and Christmas bonus: Provided, That every three (3) years after the effectivity of this Act, the President of the Philippines shall adjust the amount herein stated to its present value using the Consumer Price Index (CPI), as published by the National Statistics Office (NSO).”*

**VII. References**

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

- a. Executive Order (EO) No. 80, s. 2012, *“Directing the Adoption of Performance-based Incentive System for Government Employees”*
- b. Executive Order (EO) No. 43, s. 2011, *“Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters”*

- c. Executive Order (EO) No. 181, s. 2015, *“Implementation of the Provisions of the FY 2015 General Appropriations Act (GAA) on the Grant of the FY 2015 Productivity Enhancement Incentive (PEI) to Government Employees”*
- d. 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”*
- e. AO25 IATF Memorandum Circular No. 2015-1, *“Guidelines for the Grant of Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80”*
- f. Republic Act (RA) No. 10651, *“FY 2015 General Appropriations Act”*
- g. 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”*
- h. 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”*
- i. DepEd Order No. 2, s. 2015, *“Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education”*
- j. DepEd Order No. 9, s. 2015, *“School Calendar for the School Year (SY) 2015-2016”*
- k. Career Executive Service Board (CESB) Resolution No. 1093, *“Retaining the ‘Very Satisfactory’ Rating for Third Level Officials in Determining Eligibility to the PBB”*
- l. Civil Service Commission (CSC) MC No. 3, s. 2015, *“Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth [SALN] Form)”*
- m. Republic Act (RA) No. 6713, *“Code of Conduct and Ethical Standards for Public Officials and Employees”*
- n. DepEd Order No. 88, s. 2010, *“2010 Revised Manual on Regulations for Private Schools in Basic Education”*
- o. DepEd Order No. 342, s. 2009, *“Adoption and Implementation of a Citizen’s Charter of the Department of Education in Compliance with Republic Act No. 9485 (Anti-Red Tape Act of 2007) and its Implementing Rules and Regulations”*
- p. Revised Rules on Administrative Cases in the Civil Service
- q. Republic Act (RA) No. 10653, *“An Act Adjusting the 13<sup>th</sup> Month Pay and Other Benefits Ceiling Excluded from the Computation of Gross Income for Purposes of Income Taxation, Amending for the Purpose Section 32(B), Chapter VI of the National Internal Revenue Code of 1997, as Amended”*

- r. DepEd Memorandum No. 200, s. 2013, *“Reconstituting the Task Force on the Performance-based Bonus (PBB) for the Department of Education (DepEd)”*
- s. DepEd Order No. 30, s. 2015, *“Guidelines on the Grant of Performance-Based Bonus (PBB) for the Department of Education (DepEd) Employees and Officials”*

#### **VIII. Effectivity**

47. This Order shall take effect immediately upon publication in the DepEd official website. Further enhancement to these guidelines may be undertaken in FY 2016 and onward.

**LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES**

*Per FY 2015 General Appropriations Act (GAA)*

SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION
Region I		Region III		Region IV-A	
1 Alaminos City	S	1 Angeles City	M	1 Antipolo City	M
2 Batac City	S	2 Aurora	M	2 Bacoor	M
3 Candon City	S	3 Balanga City	S	3 Batangas	L
4 Dagupan City	M	4 Bataan	M	4 Batangas City	M
5 Ilocos Norte	M	5 Bulacan	L	5 Calamba City	M
6 Ilocos Sur	M	6 Cabanatuan City	M	6 Cavite	L
7 La Union	M	7 Gapan City	M	7 Cavite City	S
8 Laoag City	M	8 Mabalacat City	M	8 Dasmariñas City	M
9 Pangasinan I	L	9 Malolos City	M	9 Imus	M
10 Pangasinan II	L	10 Meycauayan City	M	10 Laguna	L
11 San Carlos City	M	11 Muñoz Science City	S	11 Lipa City	M
12 San Fernando City	S	12 Nueva Ecija	L	12 Lucena City	M
13 Urdaneta City	M	13 Olongapo City	M	13 Quezon	VL
14 Vigan City	S	14 Pampanga	L	14 Rizal	L
Region II		15 San Fernando City	M	15 San Pablo City	M
1 Batanes	S	16 San Jose City	M	16 Santa Rosa City	M
2 Cagayan	L	17 San Jose Del Monte City	M	17 Tanauan City	M
3 Cauayan City	M	18 Tarlac	L	18 Tayabas City	S
4 Ilagan	M	19 Tarlac City	M	Region IV-B	
5 Isabela	L	20 Zambales	M	1 Calapan City	M
6 Nueva Vizcaya	M			2 Marinduque	M
7 Quirino	M			3 Occidental Mindoro	M
8 Santiago City	M			4 Oriental Mindoro	M
9 Tuguegarao City	M			5 Palawan	L
				6 Puerto Princesa City	M
				7 Romblon	M

**LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES**

*Per FY 2015 General Appropriations Act (GAA)*

SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION
Region V		Region VII		Region IX	
1 Albay	L	1 Bais City	S	1 Dapitan City	M
2 Camarines Norte	M	2 Bayawan City	M	2 Dipolog City	M
3 Camarines Sur	VL	3 Bogo City	S	3 Isabela City	M
4 Catanduanes	M	4 Bohol	L	4 Pagadian City	M
5 Iriga City	M	5 Carcar City	M	5 Zamboanga City	L
6 Legaspi City	M	6 Cebu	VL	6 Zamboanga del Norte	L
7 Ligao City	M	7 Cebu City	M	7 Zamboanga del Sur	L
8 Masbate	L	8 City of Naga, Cebu	M	8 Zamboanga Sibugay Province	M
9 Masbate City	M	9 Danao City	M	Region X	
10 Naga City	M	10 Dumaguete City	S	1 Bukidnon	L
11 Sorsogon	L	11 Guihulngan City	M	2 Cagayan de Oro City	M
12 Sorsogon City	M	12 Lapu-lapu City	M	3 Camiguin	M
13 Tabaco City	M	13 Mandaue City	M	4 El Salvador	S
Region VI		14 Negros Oriental	L	5 Gingoog City	M
1 Aklan	M	15 Siquijor	M	6 Iligan City	M
2 Antique	L	16 Tagbilaran City	S	7 Lanao del Norte	M
3 Bacolod City	M	17 Talisay City	M	8 Malaybalay City	M
4 Bago City	M	18 Tanjay City	M	9 Misamis Occidental	M
5 Cadiz City	M	19 Toledo City	M	10 Misamis Oriental	L
6 Capiz	M	Region VIII		11 Oroquieta City	S
7 Escalante City	M	1 Baybay City	M	12 Ozamiz City	M
8 Guimaras	M	2 Biliran	M	13 Tangub City	S
9 Iloilo	VL	3 Borongan City	S	14 Valencia City	M
10 Iloilo City	M	4 Calbayog City	M	Region XI	
11 Kabankalan City	M	5 Catbalogan City	M	1 Compostela Valley City	L
12 La Carlota City	S	6 Eastern Samar	M	2 Davao City	L
13 Negros Occidental	L	7 Leyte	VL	3 Davao Del Norte	M
14 Passi City	S	8 Maasin City	M	4 Davao del Sur	L
15 Roxas City	M	9 Northern Samar	L	5 Davao Oriental	M
16 Sagay City	M	10 Ormoc City	M	6 Digos City	M
17 San Carlos City	M	11 Samar (Western)	M	7 Island Garden City of Samal	M
18 Silay City	M	12 Southern Leyte	M	8 Mati City	M
		13 Tacloban City	M	9 Panabo City	M
				10 Tagum City	M

**LIST AND CLASSIFICATION OF SCHOOLS DIVISION OFFICES**

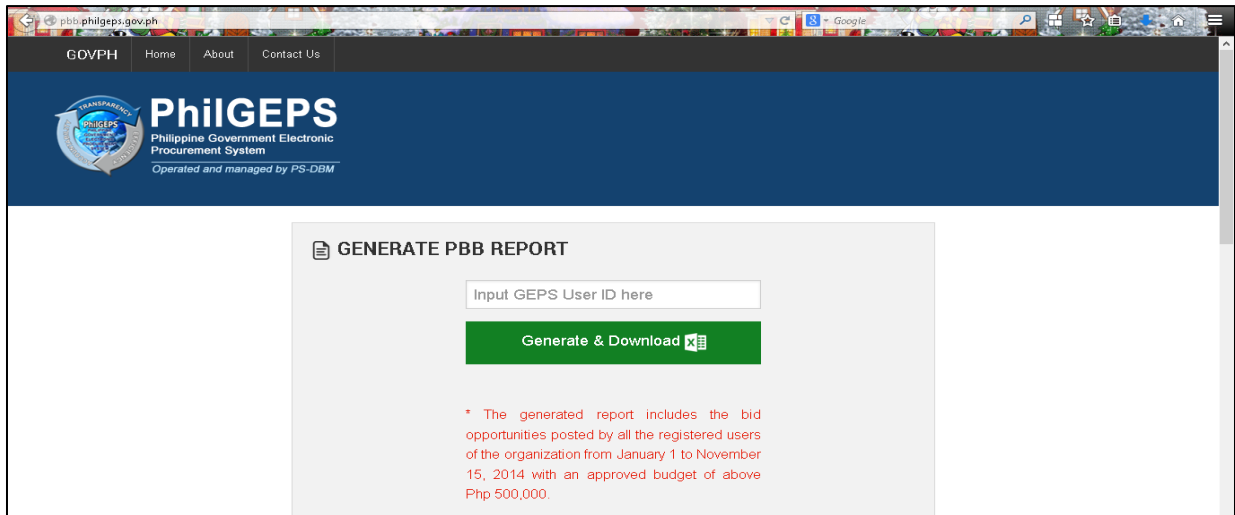
*Per FY 2015 General Appropriations Act (GAA)*

SCHOOLS DIVISION	CLASSIFICATION	SCHOOLS DIVISION	CLASSIFICATION
Region XII		NCR	
1 Cotabato City	M	1 Caloocan City	L
2 General Santos City	M	2 City of San Juan	S
3 Kidapawan City	M	3 Las Piñas City	M
4 Koronadal City	M	4 Makati City	M
5 North Cotabato	L	5 Malabon City	M
6 Sarangani	M	6 Mandaluyong City	M
7 South Cotabato	M	7 Manila	L
8 Sultan Kudarat	M	8 Marikina City	M
9 Tacurong City	S	9 Muntinlupa City	M
CARAGA		10 Navotas City	M
1 Agusan Del Norte	M	11 Parañaque City	M
2 Agusan Del Sur	M	12 Pasay City	M
3 Bayugan City	M	13 Pasig City	M
4 Bislig City	M	14 Quezon City	L
5 Butuan City	M	15 Taguig and Pateros	M
6 Cabadbaran City	S	16 Valenzuela City	M
7 Dinagat Island	M		
8 Siargao	M		
9 Surigao City	M		
10 Surigao del Norte	M		
11 Surigao del Sur	M		
12 Tandag	S		
CAR			
1 Abra	M		
2 Apayao	M		
3 Baguio City	M		
4 Benguet	M		
5 Ifugao	M		
6 Kalinga	M		
7 Mountain Province	M		
8 Tabuk	M		

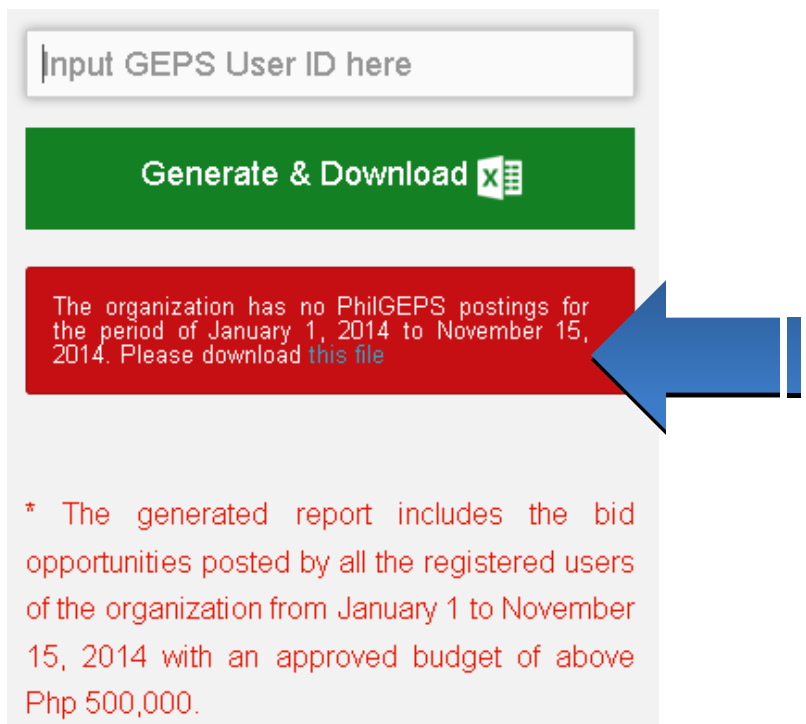


## Guideline on PhilGEPS How to Generate PhilGEPS Posting Report

1. Log on to [pbb.philgeps.gov.ph](http://pbb.philgeps.gov.ph)
2. Type-in Assigned GEPS Userid



3. Click Generate & Download button
4. Save the file (or Click Ctrl+J to open the Downloads folder).
5. For agencies with no posted bid opportunities with an ABC of above Php 500,000, download and accomplish the Certificate of No PhilGEPS Postings



## How to Accomplish the Certificate of Compliance on PhilGEPS Postings

1. Using the generated report, identify the notices with “Awarded/Partially Awarded” status without Date of Posting of P.O. / Approved Contract and Notice to Proceed.

#	Ref. No	Date of Posting of Invitation to BID/REI	Bid Notice Title	Date of Posting of Notice of Award	Date of Posting of P.O. / Approved Contract and Notice to Proceed	Bid Notice Status	Created By	Remarks*
7	123456	Apr 11, 2014	Procurement of Sports Supplies, Materials and Equipment for 2014.	May 16, 2014		Partially Awarded	userid	
8	123457	Apr 16, 2014	Delivery of Test Materials and Other Documents	Jun 17, 2014		Awarded	userid	

- If the notices have Approved Contract/Purchase Order (AC/PO) and Notice to Proceed (NTP), post the Notice to Proceed in PhilGEPS. Indicate “NTP posted in PhilGEPS” and the award notice number in the Remarks column.
- Otherwise, provide the procurement activity stage that is currently observed (i.e. “Document for Signature”) in the Remarks column.

2. Identify the notices with “Closed” status.

9	123458	Sep26, 2014	Delivery of Test Materials and Other Documents			Closed	userid	
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- If the notices are declared either failed or cancelled, post the result in PhilGEPS and indicate “Bid Failure or Cancellation Posted in PhilGEPS” in the Remarks column.
- If the notices are awarded **with** Approved Contract/Purchase Order (AC/PO) and Notice to Proceed (NTP), post the Award Notice and Notice to Proceed in PhilGEPS. Indicate “Award Notice and NTP posted in PhilGEPS” and the award notice number in the Remarks column.
- If the notices are awarded but the Approved Contract/Purchase Order (AC/PO) and Notice to Proceed (NTP) **are not yet available**, post the Award Notice in PhilGEPS. Indicate “Award Notice posted in PhilGEPS”, the award notice number and the current status of the NTP (i.e. “AC/PO/NTP for signature”) in the Remarks column.
- If the notices have no results yet (such as failed, cancelled, awarded), provide the procurement activity stage that is currently observed (i.e. “On-going evaluation/post-qualification”, “Documents for signature”, “With pending RR/Protest”) in the Remarks column.

3. Identify the notices with “Active” status.

10	123459	Oct 16, 2014	Supply of Services for the Comprehensive Maintenance and Support Services for IT Infrastructure of Agency Central Office			Active	userid	
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- If the closing date for the notices in the generated report has lapsed, follow the procedures in step 2.
- Otherwise, provide the procurement activity stage that is currently observed (i.e. “-On-going”) in the Remarks column.

**Notes:**

- Notices with Failed, Cancelled and Shortlisted statuses as indicated in the system generated report are considered complete.
- For “cancelled accounts”, send reactivation request to [agency@philgeps.gov.ph](mailto:agency@philgeps.gov.ph)
- Accomplished/Completed PhilGEPS CoC’s should be send to [pbb@philgeps.gov.ph](mailto:pbb@philgeps.gov.ph)

**Certification of Compliance with PhilGEPS Template**

(Agency's Letterhead)

**CERTIFICATION OF COMPLIANCE**

**PhilGEPS Posting**

This is certify that the **(name of agency)**, for the period beginning **November 16, 2014** up to **November 15, 2015**, has posted the Invitation to Bid/Request for Expression of Interest (REI), Notice to Proceed and the approved / awarded contract for all the projects listed below at the Philippines Government Electronic Procurement System (PhilGEPS), to wit:

Reference Number	Date of Posting of Invitation to Bid / REI	Project	Date of Posting of the Notice of Award	Date of Posting of the Approved Contact	Date of Posting of the Notice to Proceed

This is to further certify that the list includes of all projects procured by the **(name of agency)** as of **(date)**.  
( )

This certification is being issued to attest to the truth and accuracy of all foregoing based on available records and information that can be verified with the PhilGEPS; and with the Annual Procurement Plan (APP) posted under the Transparency Seal of the said agency.

**IN WITNESS WHEREOF**, we have hereunto affixed our signatures on the \_\_\_\_ day of \_\_\_\_ 2015 at **(City/Municipality)**, Philippines.

\_\_\_\_\_  
**Chairman, BAC**

\_\_\_\_\_  
**Head, Procurement Office**

**BEST IMPLEMENTING ELEMENTARY SCHOOLS OF BRIGADA ESKWELA**

National Level  
SY 2014-2015

REGION	SMALL		BIG		EXCEPTIONAL	
	DIVISION	SCHOOL	DIVISION	SCHOOL	DIVISION	SCHOOL
NCR	Quezon City	San Antonio ES / Hall of Fame Ardee	Manila	Pedro Guevarra Elementary School	Paranaque	F.Serrano Elementary School
CAR	Mt. Province	Monamon Proper Elementary School	Apayao	Flora Central School	Ifugao	Lawig Elementary School
Region I	Ilocos Norte	San Antonio ES	Ilocos Sur	Sagat Elementary School	Ilocos Sur	Sta. Cruz Elementary School
Region II	Santiago City	Abra Elementary School	Isabela	Ramon Central School	Tuguegarao	Linao Elementary School
Region III	Bataan	Batangas II Elementary School	Nueva Ecija	Jaen Central Elementary School	Bulacan	Lagundi Elementary School
Region IV-A	Quezon	Panuculan Central School	Quezon	Mulanay Central School	Batangas	Balayan East Central School
Region IV-B	Marinduque	Lamesa Elementary School	Oriental Mindoro	Porfirio G. Comia Memorial ES/Hall of Fame	Romblon	Bagacay Elementary School
Region V	Albay	San Jose Elementary School	Catanduanes	Juan M.Alberto Memorial ES	camarines Norte	Batobalani ES/Hall of Fame Awardee
Region VI	Bago City	Mallum ES	Bago City	Lag Asan ES	Roxas	Pres.Manuel Roxas Mem.School -South
Region VII	bayawan City	Kalamtukan ES/Hall of Fame Awardee	Mandaue City	Subandaku ES	Cebu City	Mabolo ES
Region VIII	Leyte	Gacao Elementray School	Tacloban City	San Jose central ES	Leyte	Tangona Elementary School
Region IX	Zamboanga Del Sur	Gonosan ES/Hall of Fame Awardee	Zamboanga City	Putik Certral ES/Hall of Fame Awardee	Zamboanga	Catalina VDA.De Jalon Mem. ES Hall
Region X	Misamis Oriental	Gov.Pelaez E.S.	Camiguin	Mambajao Central School	Gingog City	Don Restituto Baol Central School
Region XI	Compostela Valley	Nuevo Iloco ES./Hall of Fame Awardee	Davao City	Daniel M. Perez Centaral ES	Tagum City	Union Elementary School
Region XII	Tacurong City	Ma.Montilla Mem.Elem.School	Kidapawan City	Kidapawan City Pilot ES	Cotabato City	Cotabato City Central Pilot ES/Hall of Fame Awardee
Region XIII	Bislig	Lawigan ES/Hall of Fame Awardee	Agusan Del Norte	Nasipit Central ES	Surigao Del Norte	Taganito ES/Hall of Fame Awardee

**BEST IMPLEMENTING SECONDARY SCHOOLS OF BRIGADA ESKWELA**

National Level

SY 2014-2015

REGION	SMALL		BIG		EXCEPTIONAL	
	DIVISION	SCHOOL	DIVISION	SCHOOL	DIVISION	SCHOOL
NCR	Las Pinas City	T.S. Cruz High School	Malabon City	Malabon National High School	Navotas City	San Rafael High School
CAR	Abra	Matarangan National Agricultural School	Baguio City	Baguio City National High School	Abra	Manabo National High School
Region I	Ilocos Norte	Pallas IS	Pangasinan II	Tayug National High School	Ilocos Norte	Pinili National High School
Region II	Nueva Viscaya	Uddiawan NHS/Hall of Fame Awardee	Quirino	Diffun High School	Cagayan	Vicente D. Trinidad
Region III	Nueva Viscaya	Maligaya NHS	Bulacan	Prenza NHS/Hall of Fame Awardee	Tarlac City	Tarlac National High School
Region IV-A	Batangas	Bukal NHS	Quezon	Talipan NHS	Tanuan City	Tanuan City NHS
Region IV-B	Oriental Mindoro	Baco NHS-Mangahan 1 Annex/Hall of Fame Awardee	Occidental Mindoro	Calintaan National High School	Romblon	Romblo National High School
Region V	Iriga City	San Antonio NHS	Camarines Norte	Basud NHS	Sorsogon Province	Pilar Comprehensive NHS
Region VI	Bacolod	Paglaum Village National HS	Capiz	Sapian National HS	Antique	Belison National HS
Region VII	Siquijor Province	Candaping NHS	Bohol Province	Lila National High School	Negros Oriental	Casiano Z. Napigkit Mem. NHS/Hall of Fame
Region VIII	Eastern Samar	Malabag National High School	Eastern Samar	Giporlos National Trade School	Leyte	Burauen Nationla Comprehensive HS
Region IX	Zamboanga Del Norte	Polanco NHS/Hall of Fame Awardee	Zamboanga Del Sur	Tambulig National High School	Zamboanga Sibugay	Diplahan National High School
Region X	Gingoog City	Don Restituto Baol Central School	Misamis Oriental	Portolin National High School	Lanao Del Norte	Lala National High School
Region XI	Compostela Valley	Manat Natioal High School	Tagum City	Tagum City National High School	Panabo City	Panabo National High School
Region XII	Tacurong City	AS Bernardo Mem.HS/Hall of Fame	Kidapawan City	Kidapawan City NHS/Hall of Fame	Cotabato City	Cotabato City NHS-Main/Hall of Fame
Region XIII	Dinagat Islands	Loreto National High School	Agusan Del Norte	Sta Josefa National High School	Agusan Del Sur	Barobo National High School

**LIST OF NATIONAL AWARDEES**

Year 2015

**A. METROBANK FOUNDATION OUTSTANDING TEACHERS**

1	Rejie F. Palmos	West Visayas State University	Iloilo City
2	Benjamin M. Castro	Francis Benitez Elementary School	Tondo, Manila
3	Amcy M. Estaban	Legarda Elementary School	Sampaloc, Manila
4	Irene G. Dela Cruz	Carmona Elementary School	Carmona, Cavite
5	Ronaldo C. Reyes	Tabaco National High School	Tabaco City, Albay
6	Dr. Myna B. Libutaque	Philippine Science High School, Western Visayas Campus	Jaro, Iloilo City
7	Milagros C. Banan	Ernesto Rondon High School	Project 6, Quezon City
8	Ermani S. Fernanded Jr.	Palo National High School	Palo, Leyte

**B. CIVIL SERVICE COMMISSION (CSC) HONOR AWARDS PROGRAM**

1	Cecilia B. Vidoy SPED Teacher I	Rabat Rocamora Mati Central School, SPED Center	Mati City
2	Menia S. Alvidera Education Program Supervisor	Division of Roxas City	Roxas City
3	Danny C. Cachola Elementary School Pricipal II	Matucay Elementary School	Allacapan, Cagayan
4	Jinglebert P. Collado Teacher I	Division of Daval del Norte	Tagum City, Davao del Norte

**C. 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 Has achieved at least 90% of each one of the FY 2015 targets of Secretary other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1? *(please check whatever applies)*

YES \_\_\_\_\_, the following distribution applies

<b>Ranking</b>	<b>Performance Category</b>
Top 3.00%	Level 8
Next 4.50%	Level 7
Next 5.25%	Level 6
Next 5.50%	Level 5
Next 9.00%	Level 4
Next 20.50%	Level 3
Next 16.50%	Level 2
Next 35.75%	Level 1

NO \_\_\_\_\_, the following distribution applies

<b>Ranking</b>	<b>Performance Category</b>
Top 2.00%	Level 8
Next 3.75%	Level 7
Next 3.50%	Level 6
Next 6.50%	Level 5
Next 7.50%	Level 4
Next 20.75%	Level 3
Next 13.75%	Level 2
Next 42.25%	Level 1

- 1.4 Total Amount of Required for Payment of PBB: \_\_\_\_\_

2.0 Ranking of Schools

Ranking	School ID	Name of School	Rate of Accomplishment of Targets <sup>1</sup> (in%)	No. of Employees Entitled to PBB	Amount of PBB for each Employee	Allocation
2.1 Level 8						
<b>TOTAL LEVEL 8:</b>						
2.2 Level 7						
<b>TOTAL LEVEL 7:</b>						
2.3 Level 6						
<b>TOTAL LEVEL 6:</b>						
2.4 Level 5						
<b>TOTAL LEVEL 5:</b>						



Ranking	School ID	Name of School	Rate of Accomplishment of Targets <sup>1</sup> (in%)	No. of Employees Entitled to PBB	Amount of PBB for each Employee	Allocation
2.5 Level 4						
<b>TOTAL LEVEL 4:</b>						
2.6 Level 3						
<b>TOTAL LEVEL 3:</b>						
2.7 Level 2						
<b>TOTAL LEVEL 2:</b>						
2.8 Level 1						
<b>TOTAL LEVEL 1:</b>						

<sup>1</sup> Total Score

Prepared by:

Approved by:

Noted by:

\_\_\_\_\_  
Schools Division Superintendent  
*(required for elementary schools only)*

\_\_\_\_\_  
PREC Chair

\_\_\_\_\_  
Regional Director

**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 Has achieved at least 90% of each one of the FY 2015 targets of Secretary other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1? *(please check whatever applies)*

YES \_\_\_\_\_, the following distribution applies

<b>Ranking</b>	<b>Performance Category</b>
Top 15%	Best Delivery Unit
Next 30%	Better Delivery Unit
Next 55%	Good Delivery Unit

NO \_\_\_\_\_, the following distribution applies

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- 1.4 Total Amount of Required for Payment of PBB: \_\_\_\_\_

## 2.0 Ranking of Delivery Units

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

<sup>1</sup> Total Score

Prepared by:

\_\_\_\_\_  
NPREC Secretariat

Approved by:

\_\_\_\_\_  
Assistant Secretary

Noted by:

\_\_\_\_\_  
Undersecretary

**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**

No. of Employees Entitled to PBB <i>(If delivery unit falls under the BEST category)</i>			No. of Employees Entitled to PBB <i>(If delivery unit falls under the BETTER category)</i>			No. of Employees Entitled to PBB <i>(If delivery unit falls under the GOOD category)</i>		
2.1	Top 20% (Best Performer)		2.1	Top 10% (Best Performer)		2.1	Top 10% (Best Performer)	
2.2	Next 35% (Better Performer)		2.2	Next 25% (Better Performer)		2.2	Next 25% (Better Performer)	
2.3	Next 45% (Good Performer)		2.3	Next 65% (Good Performer)		2.3	Next 65% (Good Performer)	
<b>TOTAL:</b>			<b>TOTAL:</b>			<b>TOTAL:</b>		

Prepared by:

Approved by:

Noted by:

\_\_\_\_\_  
PREC Chair

\_\_\_\_\_  
Schools Division Superintendent  
*(required for SDOs only)*

\_\_\_\_\_  
Regional Director

*Note: Signatories for CO shall be the Head of NPREC Secretariat, and concerned Assistant Secretary and Undersecretary*

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

*(Letterhead)*

**JESUS L.R. MATEO**

Assistant Secretary  
Chair, PBB Task Force

Attention: **FRANCIS ALLEN DELA CRUZ**  
PBB Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the grant of Performance-Based Bonus (PBB) for year 2015, *(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. 2016. 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

Attention: **FRANCIS ALLEN DELA CRUZ**  
PBB Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the grant of Performance-Based Bonus (PBB) for year 2015, **(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. 2016. 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**  
(List of names and contact information of PREC)

*(Letterhead)*

**JESUS L.R. MATEO**

Assistant Secretary  
Chair, PBB Task Force

Attention: **FRANCIS ALLEN DELA CRUZ**  
PBB Secretariat c/o Personnel Division

Dear **Assistant Secretary Mateo**:

With reference to the grant of Performance-Based Bonus (PBB) for year 2015, *(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 grant of PBB as stipulated in the provisions under DepEd Order No. \_\_\_\_, s. 2016.

Very truly yours,

\_\_\_\_\_  
RPREC Chair  
*(signature over printed name)*

\_\_\_\_\_  
Regional Director  
*(signature over printed name)*

**Regional Performance Review and Evaluation Committee (RPREC)**

Region: \_\_\_\_\_

<b>Name</b>	<b>Position</b>	<b>Contact Information</b> <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: \_\_\_\_\_

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