



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

November 12, 2021


DIVISION MEMORANDUM

No. 498, s. 2021

**CLARIFICATIONS ON THE GUIDELINES RELATIVE TO THE GRANT OF THE
PERFORMANCE-BASED BONUS FOR FISCAL YEAR (FY) 2020**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads
All Others Concerned**

1. Attached is the copy of Regional Memorandum No. 757, s. 2021 and Memorandum DM-HROD-20201-0329 titled Clarifications on the Guidelines Relative to the Grant of the Performance-Based Bonus for Fiscal Year (FY) 2020.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: as stated
Reference: Regional Memorandum No. 757, s. 2021
Memorandum DM-HROD-2021-0329

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

PERFORMANCE

POLICY

JBL/cdb



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

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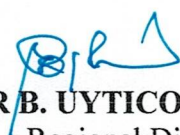
REGIONAL MEMORANDUM

No. 757 s. 2021

**CLARIFICATIONS ON THE GUIDELINES RELATIVE TO THE GRANT OF THE
PERFORMANCE-BASED BONUS FOR FISCAL YEAR (FY) 2020**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum dated October 26, 2021, from **Wilfredo E. Cabral**, Regional Director, DepEd NCR and Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development pertinent to the **Clarifications on the Guidelines Relative to the Grant of the Performance-Based Bonus for Fiscal Year (FY) 2020**.
2. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO IV
Regional Director

Incl.: As stated

Reference:

DM-HROD-2021-0329 dated October 26, 2021

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

PERFORMANCE POLICY



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2021-0329

TO : Regional Directors
Regional Performance Management Teams
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : CLARIFICATIONS ON THE GUIDELINES RELATIVE TO
THE GRANT OF THE PERFORMANCE-BASED BONUS FOR
FISCAL YEAR (FY) 2020

DATE : 26 October 2021

This has reference to the grant of the Performance-Based Bonus (PBB) for fiscal year (FY) 2020. In February 2021, the Department of Education (DepEd) issued the DepEd Order (DO) 007, s. 2021, titled *Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials*, which provides the multiyear policy guidelines on the grant of PBB to all DepEd employees and officials in all governance levels for FY 2020 onwards.

To provide guidance to the multiyear policy guidelines, we would like to clarify the following:

1. **On the length of service of school-based personnel.** As provided under Item 17 of DO 007, s. 2021 (*Multiyear PBB Guidelines*), "[i]n the determination of the length of service, the variation in the RPMS cycle between school-based and non-school based personnel as stipulated in the RPMS guidelines shall apply." On the other hand, the RPMS Guidelines per DO 02, s. 2015 aligns the performance cycle of school-based personnel with the school calendar.

However, due to the unprecedented events brought by the COVID-19 pandemic, the school calendar for SY 2020-2021 has been adjusted. While the official opening of classes was

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deferred to October 5, 2020, Item 13 of DO 007, s. 2020 (*School Calendar and Activities for School Year 2020-2021*) mandated teachers to “start rendering service on June 1, 2020, upon completion of summer vacation on May 31, 2020.”

In addition, Item 4.2 of DO 012, s. 2021, titled *Amendment to DepEd Order No. 030, s. 2020 (Amendment to DepEd Order No. 007, s. 2020, School Calendar and Activities for School Year 2020-2021)*, adjusted the last day of classes until July 10, 2021.

In view hereof, for purposes of determining the pro-rated amount of PBB based on the length of service during the performance period, the period covered for FY 2020 of non-teaching personnel and teaching personnel in the schools is from **April 1, 2020 to July 24, 2021**.

2. **On eligible personnel hired starting January 1, 2021.** School-based personnel hired starting January 1, 2021 shall be eligible for the grant of FY 2020 PBB on a pro-rata bases, following the end of the performance cycle as identified in Item 1 above. For purposes of computing the pro-rated PBB amount, the **applicable monthly salary** to be used for purposes of computation shall be based on **Section 7 - First Tranche Table of the Republic Act No. 11466** dated 08 January 2020, entitled *An Act Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits and Other Purposes*, which was implemented on January 1, 2020.
3. **On medical personnel and other personnel servicing cluster of schools.** Item 9 (m) of DO 007, s. 2021 provides that “*medical personnel, nurses, administrative and finance personnel, including SDO personnel who are officially designated as concurrent and/or officer-in-charge in schools/CLCs, who are directly servicing the schools/CLCs and/or whose services are shared by a cluster of schools/CLCs. These are personnel whose plantilla may be lodged in the SDO and/or stationed in the SDO or in multiple schools/CLCs, but whose nature of work or functions involve learning delivery or support to school operations and management.*”
4. **On eligible teachers who retired before school opening.** In case of retirement, resignation, or separation from service prior to the school opening on 05 October 2020, teachers who may not be able to comply with the performance rating requirement due to the adjustments in the school calendar may use their duly signed IPCRF for the school year (SY) 2019-2020 as sufficient evidence of individual eligibility.

The typographical error in Item 9 (f) of DO 007, s. 2021 is likewise clarified that non-school-based personnel shall include all “*teaching, school administration, related teaching, and non-teaching personnel assigned and/or detailed in DepEd offices, from central to SDOs performing functions that are indirectly related to the teaching and learning process.*”

The concerned Performance Management Team (PMT) shall assess the nature of work or functions of said medical and other personnel servicing a cluster of schools and determine whether or not they can be categorized as school-based personnel.

It is hoped that the above clarifications address the administrative concerns pertaining to the submission of PBB reports.

To fast-track the release of FY 2020 PBB, this Office hereby directs to minimize the back-and-forth of reports due to human error. It is reiterated that the PMT in charge and the signing authorities on the reports submitted to the CO-PBB PMT Secretariat are responsible and shall be held accountable for any incorrect data/entries. Moreover, regions that are able to submit complete and accurate reports on or before **November 8, 2021** will be submitted immediately to the AO25 IATF and subsequently forwarded to the DBM for payout processing.

For any clarifications or concerns, kindly contact the **PBB Secretariat** under the Bureau of Human Resource and Organizational Development–Personnel Division (BHROD-PD) through email at pbb.secretariat@deped.gov.ph.

Please be guided accordingly.