



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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DIVISION MEMORANDUM No. 322, s. 2019

URGENT!

RELEASED

DepEd, Division of Catanduanes:


RECORDS SECTION

Date SEP 11 2019

Time: 5:10 PM

Initial/Signature: [Signature]

TO : Public Schools District Supervisors
Elementary & Secondary School Heads/OIC's

FROM : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT: ACCOMPLISHMENT & SUBMISSION OF SCHOOL LEVEL PRET Form 1.2
FOR FY 2018 PERFORMANCE BASED-BONUS

DATE : September 11, 2019

In relation to the grant of FY 2018 Performance Based-Bonus, you are advised to submit the accomplished School Level PRET Form 1.2 (soft and hard copies) not later than **September 17, 2019** at SDO- Personnel Section. You can download the prescribed and updated School Level PRET Form at <http://deped.in/SchoolPRET2018>.

Kindly take note of the following, particularly the data to be included in School Level PRET form:

- a. Name of Personnel should be strictly in complete name: **LAST NAME, FIRST NAME and MIDDLE NAME (e.g. DALISAY, RICARDO AGUAS)**
- b. Salary grade and salary step must be, as of December 31, 2018.
- c. Months of service from April 2018 to March 2019 must be observed.
- d. Individual Eligibility:
 1. Employee who has rendered a minimum of nine (9) months of service during the current rating period and with at least "Satisfactory" performance rating.
 2. Employee who has rendered less than nine (9) months but a minimum of three (3) months of service during the current rating period and with at least "Satisfactory" performance rating. Employees who are retired, resigned, on leave (rehabilitation, maternity/paternity, vacation or sick leave with or without pay, scholarship/study leave, sabbatical, Magna Carta for Women, Parental leave) may be considered on a pro-rata basis corresponding the actual length of service rendered with a minimum of three (3) months.
 3. Employees who are reassigned and transferred from one school to another shall be included where he/she served the longest. If equal months were served for each school, he/she shall be included in the recent school assignment.
 4. An employee who is on a vacation, sick leave, with or without pay, for the entire year shall not be eligible to the grant of PBB.
 5. Employee found guilty of administrative and/or criminal cases by final and executory judgement in the current rating period shall not be entitled to the FY 2018 PBB.

Delivery units that fail to submit complete RPMS Forms (i.e. OPCRF/IPCRF) for S.Y. 2018-2019 on or before the deadline set by Personnel Unit shall not be included in the ranking of delivery units, and therefore be deemed ineligible to the grant of PBB.

For elementary, you can email your soft copy to romaangelee.soleybar@deped.gov.ph and for secondary to rossann.punzalan@deped.gov.ph

For immediate and strict compliance.