




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



June 16, 2015

MEMORANDUM

TO: Elem. & Secondary School Heads  
Planning Officer  
Administrative Officer IV (HRMO)  
EPS-in-Charge for Private School  
Accountant III

FROM:  NYMPHA D. GUEMO  
Asst. Schools Division Superintendent  
Officer-in-Charge

SUBJECT: Submission of Data needed for the 2014 Performance-Based Bonus (PBB)

To facilitate the prompt and accurate preparation of supporting documents for the granting of 2014 Performance-Based Bonus(PBB), all concerned division officials and school heads are enjoined to submit documents containing pertinent data, to wit:

REY BONAYON (Planning Officer)

1. Total number of eligible employees based on Memorandum Circular No. 2014-03
2. % of FY 2014 newly created teaching and non-teaching items with NOSCA filled up within three (3) months
3. % of excess teachers redeployed in SY 2013-2014, including those hired by the LSB(including transfer of plantilla items)

GINA L. CUSTODIO (EPS-in-Charge of Private Schools)

1. % of Private schools submitting EBEIS data on or before August 28, 2014
2. No. of applications for permit to operate/recognition processed and endorsed to the regional office within the prescribed number of days of processing in FY 2014
3. Total number of private school applicants with complete documentary requirements in FY 2014

ANGELO JAMES AGUINALDE(Accountant III)

1. Total amount of school MOOE downloaded three(3) working days upon receipt of liquidation reports from schools in FY 2014
2. Total amount of MOOE for downloading in FY 2014

SCHOOL HEADS

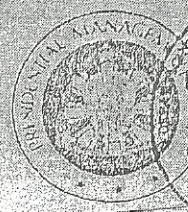
1. Total number and list of eligible employees based on Memorandum Circular No. 2014-03
2. Total amount of school MOOE liquidated from January 1 to December 31, 2014(per school)
3. Total amount of school MOOE allocated from January 1 to December 31, 2014( per school)
4. No. of monthly liquidation reports submitted late as of the 5<sup>th</sup> working day of the succeeding month

These documents should be submitted for consolidation to MS. MARICHELLE LLAVE, AO-IV, not later than June 25, 2015.

Hereto attached is a copy of Memorandum Circular No. 2014-03 for your reference.

For guidance and compliance.

RECEIVED  
Division Office of Catanduanes  
JUN 16 2015  
11:21 am  
fjv



INTER-AGENCY TASK-FORCE ON THE HARMONIZATION OF  
 NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS  
 (Administrative Order No. 25 S. 2011)

MEMORANDUM CIRCULAR NO. 2014- 3

December 3, 2014

TO: All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned or-Controlled Corporations

SUBJECT: Clarification on the Provision on the Nine-Month Service Requirement

1.0 PURPOSE

This Memorandum Circular contains the clarification of the nine-month service requirement in determining the eligibility of the personnel for the grant of the FY 2014 Performance-Based Bonus based on an employee's contribution to the accomplishment of Office targets.

2.0 GUIDELINES

- 2.1 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating shall be eligible to the full grant of the PBB.
- 2.2 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis.

An employee may not be able to meet the minimum of nine (9) months of service due to the following reasons:

- 2.2.1 Being a newly hired employee;
- 2.2.2 Retirement
- 2.2.3 Resignation
- 2.2.4 Rehabilitation Leave
- 2.2.5 Maternity leave
- 2.2.6 Vacation or Sick Leave with or without pay
- 2.2.7 Scholarship/Study Leave
- 2.2.8 Sabbatical leave

2.3 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

2.4 The following table shall serve as basis for the pro-rated amount

Length of Service	% of PBB
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%

For your guidance,

FLORENCIO B. ABAD  
 Secretary, Department of Budget and Management  
 and Chairman, AO 25 Inter-Agency Task Force