



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 2, 2025

DIVISION MEMORANDUM

No. 479, s. 2025

SUBMISSION OF PERFORMANCE BONUS FORM 1.0 FOR THE FISCAL YEAR 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The office informs all concerned to comply with the mandate on the Grant of the FY 2023 Performance-Based Bonus. All Elementary and Secondary Heads are directed to comply and submit a complete and accurate Form 1.0 Report on Ranking of Delivery Units (List of Eligible Employees: teaching and non-teaching, including the school head, in their respective school assignment). You may download the Form 1.0 template at bit.ly/2023From1-template, then submit the completed Form 1.0 by uploading the Excel file for consolidation by the Division PBB Focal persons (a link will be provided later) on or before October 20, 2025.
2. The Coverage for School-Based Personnel: August 1, 2023, to July 31, 2024, Non-School-Based (RO&SDO): January to December FY 2023. Please follow the correct Name Format: LAST NAME, FIRST NAME MIDDLE NAME.
3. To be eligible for the FY 2023 PBB, personnel should have submitted the following:
 - a. RPMS Forms (IPCRF/OPCRF/CESPES Rating) with at least "Very Satisfactory" rating
 - b. Submitted the Statement of Assets, Liabilities, and Net Worth
 - c. No Unliquidated cash advanced
 - d. Not found guilty of any administrative/criminal case by final executory judgement in FY 2022
 - e. Must have rendered at least nine (9) months of service during the fiscal year; those who have rendered less than nine (9) months but a minimum of three (3) months of service shall be entitled to the PBB in a pro-rata basis
 - f. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/ her performance. The parent agency shall make payment of PBB.
 - g. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she shall be included in the recipient agency.
 - h. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the officials/employees shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
4. Immediate dissemination and compliance with this Memorandum of all concerned is desired.



[Signature]
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Schools Division Superintendent
Office of the Schools Division Superintendent



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