Republic of the Philippines

Department of Education

REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY
P2, Calbayog City Division, Calbayog City, Samar

OFFICE MEMORANDUM
No. 074, s. 2026

TO: **GALINA V. PANELA**
Senior Education Program Specialist
PBB Focal

FROM: **JOEL A. ZARTIGA, PhD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division of Calbayog

SUBJECT: AUTHORITY TO RENDER OVERTIME SERVICES THROUGH A WORK-FROM-HOME (WFH) ARRANGEMENT FOR THE DEVELOPMENT OF THE ONLINE PBB REPORTING SYSTEM AND VALIDATION OF PBB FORM 1.0 REPORTS

DATE: October 19-20, 2026

In view of the need to ensure the timely completion of the required Performance-Based Bonus (PBB) reports for submission to the Regional Office, concerned personnel of the Personnel Section are hereby authorized to render overtime services through a Work-from-Home (WFH) arrangement, subject to the approved schedule and applicable government rules and regulations.

The overtime services shall primarily cover the following activities:

1. Development, configuration, and establishment of an online submission link for the collection of school-level PBB reports;
2. Preparation of standardized submission guidelines and required documentary templates;
3. Monitoring and tracking of PBB report submissions from schools and the Schools Division Office (SDO);
4. Review and validation of submitted PBB Form 1.0 reports to ensure completeness, accuracy, and consistency of information;
5. Coordination with concerned schools and offices regarding incomplete submissions, discrepancies, and necessary corrections;
6. Consolidation and organization of validated PBB reports for submission to the Regional Office; and
7. Preparation of the final consolidated reports and corresponding transmittal documents.

The WFH arrangement is being considered due to weak or unstable internet connectivity in the office, which may affect the efficient development, configuration, and testing of the online reporting platform. Furthermore, the nature and volume of the assigned tasks require focused and uninterrupted working time to ensure the accuracy and completeness of the reports.

All concerned personnel shall strictly observe the approved overtime schedule and accomplish the assigned deliverables. Daily accomplishment reports, electronic copies of outputs, screenshots, monitoring trackers, and other relevant supporting documents shall be submitted to the immediate supervisor for verification.

For strict compliance and guidance.

PROPOSAL FOR THE RENDERING OF OVERTIME SERVICES

Digitalization of School-Level Performance-Based Bonus (PBB) Report Submission Through an Online Reporting and Monitoring System

I. Title of the Proposal

Rendering of Overtime Services of Ms. Galina V. Panela and Ms. Jennifer M. Campillo for the Establishment of an Online Submission Portal for School-Level Performance-Based Bonus (PBB) Reports for Consolidation and Submission to the Regional Office

II. Rationale

The implementation of the Performance-Based Bonus (PBB) requires the timely, accurate, and complete submission of reports and supporting documents from schools to the Schools Division Office (SDO) for consolidation and eventual submission to the Regional Office.

In previous reporting cycles, the collection and monitoring of school-level submissions presented several administrative challenges. These included delayed submissions, difficulty in tracking compliance, incomplete documentary requirements, repetitive follow-ups with schools, and the time-consuming process of consolidating reports received through different communication platforms. These challenges may affect the timeliness and accuracy of submissions required by the Regional Office.

To address these concerns, the Schools Division Office proposes the establishment of an Online Reporting and Monitoring System that will serve as a centralized platform for the submission, monitoring, validation, and consolidation of School-Level Performance-Based Bonus (PBB) reports. The system will allow schools to upload their required reports and supporting documents using a single online submission portal designed to ensure uniformity, accessibility, and ease of monitoring.

The initiative is expected to improve the efficiency of report collection and management, facilitate real-time monitoring of submissions, and enhance data organization and validation processes. It will likewise strengthen accountability among schools and reduce the administrative workload associated with manual reporting procedures.

Considering the volume of reports to be received, reviewed, and consolidated within a limited period, the services necessary to establish, administer, monitor, and validate the online submission system will require work beyond regular office hours. Hence, the rendering of overtime services by the designated personnel is respectfully proposed.

III. Objectives

The proposed overtime services aim to:

1. Establish and administer an online submission portal for School-Level PBB reports.
2. Facilitate the timely submission of reports by schools through a centralized reporting system.
3. Ensure the completeness and accuracy of submitted reports through initial validation and document checking.
4. Monitor and track compliance of schools with prescribed submission deadlines.
5. Consolidate and organize all validated submissions for efficient review and reference.
6. Prepare and facilitate the timely submission of consolidated reports to the Regional Office.
7. Minimize delays and administrative backlogs through a systematic digital reporting mechanism.
8. Strengthen accountability, transparency, and efficiency in the management of school-level PBB reports.

IV. Scope of Overtime Activities

The proposed overtime services shall cover the planning, development, administration, monitoring, validation, consolidation, and preparation of School-Level PBB reports for submission to the Regional Office.

Specifically, the activities shall include:

- Development and configuration of the online submission portal;
- Preparation of submission guidelines, templates, and monitoring tools;
- Monitoring of school and SDO submissions;
- Validation and checking of submitted PBB Form 1.0 and supporting documents;
- Coordination and follow-up with schools regarding deficiencies and corrections;
- Consolidation and organization of validated reports; and
- Preparation of final reports and transmittal documents for submission to the Regional Office.

V. Proposed Work Arrangement and Schedule

To ensure the efficient completion of the required tasks, the overtime activities shall be undertaken through a Work-from-Home (WFH) arrangement, subject to existing rules and approval by the proper authority.

The WFH arrangement is proposed due to the limitations in internet connectivity within the office and the need for uninterrupted time in developing the online reporting platform, organizing the submission database, validating reports, and consolidating large volumes of data received from schools and the Schools Division Office.

Proposed Schedule of Activities

Activity	Work Arrangement	Expected Output
Development and configuration of online submission portal	Work-from-Home	Functional online submission portal
Preparation of submission guidelines and templates	Work-from-Home	Standardized reporting templates and guidelines
Monitoring of school submissions	Work-from-Home	Updated monitoring tracker
Validation of PBB Form 1.0 reports	Work-from-Home	Validated reports and documentation of findings
Coordination with schools regarding deficiencies	Online/Remote	Corrected and completed submissions
Consolidation of validated reports	Work-from-Home	Consolidated PBB reports
Preparation of final submission documents	Work-from-Home	Regional Office submission package

Proposed Period: October 19-20, 2026
Proposed Time: 8:00 A.M. onwards, as necessary
Venue: Designated Work Area (WFH Arrangement)

Personnel Involved

- Ms. Galina V. Panela

VI. Expected Outputs

Upon completion of the proposed overtime activities, the following outputs are expected:

1. A functional and accessible online submission portal for School-Level PBB reports;
2. Standardized submission guidelines, templates, and documentary requirements;
3. An updated submission monitoring tracker reflecting the compliance status of schools and the SDO;
4. Validated PBB Form 1.0 reports with identified discrepancies properly addressed;
5. A complete digital repository of submitted and validated reports;
6. Consolidated PBB reports ready for review and submission; and
7. Timely submission of all required reports to the Regional Office within the prescribed deadline.

VII. Justification for Overtime Services

The proposed overtime services are necessary to ensure the successful establishment and implementation of the online PBB reporting and monitoring system and the timely completion of activities related to the validation and consolidation of reports.

Given the volume of submissions expected from schools, the process of reviewing, validating, correcting, and consolidating reports requires additional working hours beyond the regular work schedule. These tasks demand careful attention to detail to ensure the accuracy, consistency, and completeness of submitted information.

Furthermore, the development and administration of an online reporting platform involve technical and administrative processes that are best undertaken in a focused work environment with stable internet connectivity. The proposed WFH arrangement will provide the personnel concerned with the flexibility and uninterrupted working time necessary to meet reporting requirements within the prescribed timelines.

The approval of overtime services will therefore enable the Schools Division Office to fulfill its reporting responsibilities efficiently while maintaining the quality and integrity of submitted data.

VIII. Resource Requirements

The implementation of the proposed overtime services shall not require additional funding.

Personnel who render authorized overtime services shall be granted Compensatory Time Off (CTO) in accordance with existing Civil Service Commission and Department of Education policies and guidelines, subject to proper authorization, documentation, and verification of outputs.

IX. Monitoring and Documentation

To ensure accountability and proper verification, all overtime activities shall be documented through appropriate records, including attendance logs, accomplishment reports, monitoring trackers, screenshots or system-generated reports, and other supporting documents.

The Personnel Section shall maintain the necessary records and verify that the overtime services rendered correspond with the outputs and deliverables accomplished during the approved overtime period.

X. Recommendation

In view of the foregoing, approval of the proposed overtime services and corresponding Work-from-Home arrangement for Ms. Galina V. Panela and Ms. Jennifer M. Campillo is respectfully recommended to facilitate the establishment of the Online PBB Submission and Monitoring System and the timely validation, consolidation, and submission of School-Level Performance-Based Bonus reports to the Regional Office.

The proposed activity is expected to improve administrative efficiency, enhance accountability, strengthen monitoring mechanisms, and ensure compliance with PBB reporting requirements.

For consideration and approval.

Prepared by:

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Noted:

GRACE S. PAGUNSAN
Administrative Officer V

APPROVED:

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RELEASED
DATE: NOV 10 2026
BY:
CALBAYOG CITY