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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD 2025-0570

To: Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Public Elementary and Secondary School Heads/Principals
All Concerned

Subject: **DISSEMINATION OF MEMORANDUM ON THE GUIDELINES OF THE
FY 2023 PERFORMANCE-BASED BONUS (PBB)**

Date: October 9, 2025

Attached is Regional Memorandum AD-2025-143 re: Dissemination of Memorandum on the Guidelines of the FY 2023 Performance-Based Bonus (PBB), content of which is self-explanatory.

As such, all school heads are hereby directed to facilitate the compliance of FY 2023 PPB Form 1.0 and submit the same to Neo Carlo Magno, Division Human Resource Management Officer on or before October 10, 2025.

Neo Carlo Magno, HRMO of the Division is directed to facilitate the division compliance of the FY 2023 PBB Form 1.0 and to be subsequently submitted on or before October 15, 2025 to DepEd Region XI at an email address of pbb.regionxi@deped.gov.ph.

For information, guidance, and Strict compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

OCT 13 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed as Stated
SGOD/ABA/ESD

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Republic of the Philippines
Department of Education
DAVAO REGION

October 8, 2025

REGIONAL MEMORANDUM
AD-2025-143

DISSEMINATION OF MEMORANDUM ON THE GUIDELINES OF THE
FY 2023 PERFORMANCE-BASED BONUS (PBB)

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions

1. Herewith is the Memorandum dated October 3, 2025 from Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, Office of the Secretary, and Wilfredo E. Cabral, Undersecretary, Human Resource and Organization Development, relative to the Guidelines on the Grant of the FY 2023 Performance-Based Bonus (PBB).
2. Anent to this, Schools Division Office – Performance Management Teams (SDO-PMTs) are directed to submit the validated and duly signed FY 2023 PBB **Form 1.0** (excel and PDF file) to **pbb.region11@deped.gov.ph** on or before **October 15, 2025** for consolidation and validation of the RO PMT.
3. Template of the FY 2023 PBB is downloadable through **<https://bit.ly/2023form1-template>**.
4. Other important details of this Memorandum are contained in the enclosures.
5. For immediate dissemination and strict compliance.

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROA2/jtg

By: [Signature] Date: Oct. 09, 2024
Time: 10:25 AM



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





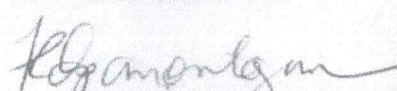
Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-2804

TO : **Regional Directors**
Regional Office Performance Management Teams (RO PMT)
All Others Concerned

FROM : 
FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary


WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **Guidelines on the Grant of the FY 2023 Performance-Based Bonus (PBB)**

DATE : October 3, 2025

This is in reference to the result of the FY 2023 Performance Based Bonus Revised Final Eligibility Assessment issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO25 IATF). Based on the criteria and conditions under Section 4.0 of the AO 25 IATF Memorandum Circular No. 2023-1, the Department of Education (DepEd) has obtained a score of 80 points. Accordingly, DepEd has been declared eligible for the grant of the FY 2023 PBB, subject to the isolation of the units primarily accountable for identified non-compliances.

In this light, all RO PMTs are hereby instructed to consolidate the validated Form 1.0 of their respective school division offices and schools, which may be downloaded through this link: <https://bit.ly/2023form1-template>. **The validated and duly signed Form 1.0 shall be submitted on or before October 20, 2025.** Kindly ensure that the files are uploaded in both Excel and PDF format through the following link: (<https://bit.ly/2023-form1-upload>)

To ensure the efficient compliance of the Department with the process and timely release of the FY 2023 PBB, we reiterate the following:

- i. FY 2023 PBB Form 1.0 shall be grouped according to the following levels:
 - a. School Level – Elementary
 - b. School Level – Secondary
 - c. School Division Office
 - d. Regional Office



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- ii. School-based personnel shall be included under the School Level (Elementary or Secondary, as applicable). For guidance, school-based personnel cover all teaching, school administration, related-teaching and non-teaching personnel assigned and/reassigned in schools and community learning centers (CLCs).

These include Alternative Learning System (ALS)/ mobile teachers, District ALS Coordinators (DALSC), medical personnel, administrative and finance personnel, SDO personnel who are officially designated as concurrent or officer-in-charge in schools/CLCs, who are servicing the schools/CLCs. These personnel whose plantilla may be lodged and/or stationed in the SDO or in multiple schools/CLC but whose nature of work involve learning delivery or support to school operations and management.

This coverage shall not include non-school-based personnel who are assigned/reassigned in DepEd Offices, from Central to SDOs, performing functions that are directly related to the teaching and learning process. They shall instead be included in the Form 1.0 of the SDO, RO and Central Office where they have been officially reporting the longest.

- iii. In accordance with DepEd Order 022, s. 2023, entitled *Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*, the **rating period for school-based personnel shall cover August 1, 2023 to July 31, 2024**. While the rating period of **non-school based personnel shall cover January to December of FY 2023**.

- iv. Eligible personnel must have complied with the following requirements as prescribed in the AO25 IATF Memorandum Circular 2023-1:

- An at least "Very Satisfactory" rating in the submitted RPMS Forms (IPCRF/OPCRF/CESPES Rating) within the given reglementary period
- Submitted the Statement of Assets, Liabilities and Net Worth (SALN) for FY 2022
- No unliquidated cash advance within reglementary period
- No administrative/criminal case that were found guilty with final executory judgment in the FY 2022
- Must have rendered **at least nine (9) months service** during the fiscal year, otherwise, personnel who **rendered less than nine (9) months but minimum of three (3) months of service will be entitled a pro-rata basis** corresponding to the actual length of service rendered.

For other related issues and concerns, your office may contact Bureau of Human Resource and Organizational Development – Personnel Division through landline: 8633-9345 or email at pbb.secretariat@deped.gov.ph.

Please be guided accordingly.



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