



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 768s, 2025

**DISSIMENATING THE GUIDELINES ON THE GRANT OF FY 2023
 PERFORMANCE BASED BONUS**

To: Assistant Schools Superintendent
 CES, SGOD
 CES, CID
 Public and Private School Heads
 All Teaching/Non-Teaching Personnel

1. The Department of Education issued DM-OUHROD-2025-2804 providing the guidelines in the grant of the FY 2023 Performance Based Bonus.
2. All eligible school-based personnel must have complied with the following requirements in the AO25 IATF Memorandum Circular 2023-1:
 - a. An at least "Very Satisfactory" rating in the submitted RPMS Forms within the given reglementary period;
 - b. Duly submitted Statement of Assets, Liabilities, and Net Worth (SALN) for FY 2022;
 - c. No unliquidated cash advance within the reglementary period;
 - d. No administrative/criminal cases that were found guilty with final executory judgement in FY 2022;
 - e. Must have rendered **at least nine (9) month 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.*
3. For guidance on the term school based personnel, this includes all teaching, school administration, related-teaching and non-teaching assigned and/reassigned in schools and community learning centers (CLCs). These include ALS/Mobile teachers, District ALS Coordinators, 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.

4. A copy of the said guidelines is attached here for information and guidance.

Annie F. Fajardo
VILMA D. EDA, CESO V
 Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
 10 OCT 2025
RELEASED
 BY: *[Signature]*



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Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM
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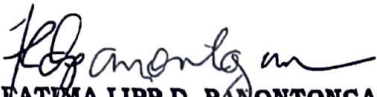
Republika ng Pilipinas


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 : **FATMA 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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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2

- 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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Doc. Ref. Code	OM-OUHROD	Rev	00
Effectivity	03.23.2023	Page	2 of 2

