



April 4, 2019

DIVISION MEMORANDUM

No. 227, s 2019

TO: All PSDS'  
All Elementary / Secondary School Heads  
All Non-Teaching Personnel  
All others concerned

FROM: WILFREDA D. BONGALOS, Ph.D., CESO V  
Schools Division Superintendent *WDB*

SUBJECT: DEADLINE FOR SUBMISSION OF REQUEST FOR RELEASE OF  
2017 PERFORMANCE-BASED BONUS (PBB)

1. This office informs the field to submit a final report containing the names of Teaching and Non-teaching personnel who have not received their 2017 Performance-based Bonus (PBB). The funds intended for the payment of the 2017 PBB for this Division has already been used up. This office will be making its final request to the Regional Office for budget allocation for the remaining unpaid 2017 PBB claims.
2. In this regard, we would like to appeal that all request to claim their 2017 PBB be submitted to this office on or before **APRIL 15, 2019** to give us enough time to prepare, consolidate and forward the request to the Regional Office. **Payment of the claims will be done once there is release of funds.**
3. We hope that the Regional Office will provide a positive feedback on this request. You are hereby advised to submit the following data:
  - a. Letter request
  - b. Name of Claimant
  - c. School & District you supposedly be included.
  - d. Plantilla Position (ex. T1, S1), Date of Appointment, Salary Rate in 2017 and amount of PBB received by the school where you are supposedly included.
  - e. Reason/s why you are not on the list.
4. Please bear in mind that this request will only be done once as per instruction from the Regional Office. Any request submitted to this office after the set deadline will no longer be included in the endorsement to the Regional Office.
5. For widest dissemination and compliance.

APR 9 2019