



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**

November 22, 2023

**DIVISION MEMORANDUM**

No. 441 s. 2023

To: ADMINISTRATIVE OFFICERS  
ADMINISTRATIVE ASSISTANTS  
ALL OTHERS CONCERNED

**CHECKING, VERIFICATION AND FINALIZATION OF  
PERFORMANCE BASED BONUS (PBB) 2022**

1. Relative to Division Memorandum No. 443 s. 2023 dated November 6, 2023, Submission of Summary List of OPCR/IPCRRF, the output during the conduct of Orientation & Workshop for the Preparation of the 2022 PBB Reports at Tuba, Benguet is ready for checking, verification and finalization by the concerned AOs and ADASs.
2. The file can be accessed at: <https://tinyurl.com/pbb-2022-elem> and <https://tinyurl.com/pbb-2022-sec>. The list of eligible is consolidated based on the submission of AO and ADAS in the school duly certified by the School Head. Any correction, indicate in the remarks column. See to it that no single employee is mis looked. Whoever caused the non-inclusion of name of an eligible employee to receive PBB is the one accountable.
3. Be guided by the following instructions:
  1. School-based personnel FY 2022 PBB covers July 25, 2022 to August 26, 2023.
    - Only those services started at the first working day of the month shall be counted as whole month.
  2. For retired/separated/resigned, kindly indicate the following:
    - date of retirement/separation/resigned;
    - plantilla item no.
  3. For newly hired, kindly indicate date of appointment.



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DepEd Tayo Tabuk City



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4. For transferees, kindly indicate date of transfer and "from/to" what division/agency.  
(\*to be included by the agency where they served longer)
5. For SHS items lodged in the Division Office - to be included to their school assignment.
4. Immediate dissemination and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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