Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
RELEASED
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October 5, 2026

DIVISION MEMORANDUM
No. OSDS-PS No. 208, s. 2026

PREPARATION AND SUBMISSION OF FY 2024 PERFORMANCE-BASED BONUS (PBB) FORM 1.0

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Public Schools District Supervisors / Principals In-charge
Elementary and Secondary School Heads
All Central Schools Administrative Officers II
All Others Concerned
This Division

1. Pursuant to Memorandum Circular No. 2026-1 on the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2024, this Office directs all Central Schools Administrative Officers II to prepare and submit the district consolidated FY 2024 PBB Form 1.0 to the **Payroll Section** on or before **October 8, 2026**.

2. This aims to:
   a. Ensure the timely preparation and submission of FY 2024 PBB Form 1.0;
   b. Facilitate the consolidation and validation of personnel and delivery unit data for PBB entitlement; and
   c. Establish the list of eligible and ineligible personnel pursuant to the FY 2024 PBB Guidelines.

3. For purposes of the preparation and submission of the FY 2024 PBB Form 1.0, the following personnel shall be included in the report:

   a. School-Based Personnel who were hired, appointed, promoted, transferred, or reassigned during the period **July 1, 2024 to June 30, 2025**;
   b. Non-School-Based Personnel (Schools Division Office Personnel) who were hired, appointed, promoted, transferred, or reassigned during the period **January 1, 2024 to December 31, 2024**.

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4. Only personnel covered under the Personnel Services (PS) allocation holding regular, contractual, and casual positions shall be included in the report. Personnel must:

a. Have rendered at least nine (9) months of service in FY 2024 for full entitlement;
b. Have obtained at least a Very Satisfactory performance rating under the approved Strategic Performance Management System (SPMS);
c. Have submitted the required Statement of Assets, Liabilities and Net Worth (SALN);
d. Have liquidated all cash advances within the prescribed period; and
e. Be free from administrative and/or criminal liability by final judgment during FY 2024, except when the penalty imposed is reprimand.
f. Personnel who rendered less than nine (9) months but at least three (3) months of service shall be entitled to a pro-rated PBB subject to the provisions of the FY 2024 PBB Guidelines.

5. The accomplished FY 2024 PBB Form 1.0 shall be uploaded through **https://me-l.co/18szixug.**

6. Enclosed is the FY 2024 PBB Form 1.0.

7. For queries and clarifications, all concerned may contact **Ms. WENDY P. PORRAS**, Administrative Officer II, through email at wendy.paches@deped.gov.ph.

8. Immediate dissemination of and compliance with this Memorandum are directed.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: as stated
Reference: as stated

To be indicated in the Perpetual Index under the following subjects

PERFORMANCE-BASED BONUS PREPARATION SUBMISSION

Address: Kenram, Isulan, Sultan Kudarat
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FORM 1.0
REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: DEPARTMENT OF EDUCATION - REGION (ELEMENTARY)

I. SUMMARY OF INFORMATION REQUIRED

1.1	Total No. of Delivery Units
1.2	Total No. of Delivery Units that achieved their performance targets
1.3	Total No. of Filled Positions as of December 31, 2024
1.4	Total No. of Officials and Employees Entitled to the PBB
1.5	Total Agency Score:
1.6	Total Amount Required for Payment of the **PBB**: #N/A

II. REPORT ON RANKING OF DELIVERY UNITS

A. Eligible Employees to the PBB

Name of Delivery Units	Name of Employees	Position	Employee Number	SG	Step Increment	Months in Service in 2024	Monthly Basic Salary as of December 31, 2024	Amount of the PBB
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							#N/A	#N/A
							Sub-total	#N/A
							GRAND TOTAL	#N/A

B. Ineligible Employees to the PBB

Did not meet PBB Targets	NAME OF SCHOOL								
Did not submit SALN	NAME OF SCHOOL								
Did not liquidate cash advance within reglementary period	NAME OF SCHOOL								
Did not submit SPMS Forms	NAME OF SCHOOL							#N/A	
								#N/A	
								#N/A	
Less than 3 Months	NAME OF SCHOOL								
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
								#N/A	
Others *(Please Specify)*	NAME OF SCHOOL								

Prepared by:

Date:

Approved by:

Date:

Approved by:

Date: