



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

5 OCT 2021

DIVISION MEMORANDUM  
NO. 771 s. 2022

**CAPACITY BUILDING AND TRAINING-WORKSHOP FOR NON-TEACHING  
PERSONNEL IN PREPARATION AND SUBMISSION OF FY 2021 PERFORMANCE  
BASED-BONUS (PBB) REPORTS**

TO: Assistant Schools Division Superintendents  
Chief, CID & SGOD  
Public School District Supervisors/ District In-Charge  
Public Elementary/Secondary School Heads  
All Others Concerned

1. This office informs the field of the 3-day Capacity Building and Training-Workshop for Non-teaching personnel in preparation and submission of FY 2021 Performance Based-Bonus (PBB) on October 10-12, 2022 at South View Hotel, Dumaguete City.
2. This activity aimed to capacitate personnel in-charge on the PBB eligibility requirements and submit an accurate and timely consolidated PBB Reports to the Regional Office.
3. Participants of this training-workshop are school based non-teaching personnel **(one (1) representative per District)** to be identified by the respective Public Schools District Supervisor.
4. Participants are expected to bring the following:
  - a. Laptop
  - b. Extension Wires



**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-2376 / 422-7644  
**Email Address:**negros.oriental@deped.gov.ph



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- c. PBB School Level Forms 1.3 & 1.0 (Soft and Hard Copies) – *prepared by the District ICT Coordinators*
  - d. Summary of OPCRf rating SY 2021-2022 signed by the PSDS
  - e. Liquidation of School MOOE from January 1 to December 31, 2021 (Total School MOOE **allocation** for FY 2021 & Total School MOOE **liquidated** for FY 2021) signed by school/district bookkeepers.
5. Accommodation and food expenses shall be charged to OPDNT Program Support Funds while travelling and other incidental expenses of the participants shall be charged against District/School MOOE subject to the usual accounting and auditing rules and regulations.
  6. Participants are requested to be in the venue on time. Registration will start at 8:00 AM.
  7. This serves as **TRAVEL ORDER**.
  8. Immediate dissemination and compliance of this memorandum is desired.

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/NLR/AdsP/LBY/jad  
October 4, 2022



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BASED-BONUS (PBB) REPORTS**

October 10-12, 2022

@ Southview Hotel, Dumaguete City

<b>TRAINING FACILITATORS</b>	
Jian A. Diaz – Administrative Officer IV	
Analou G. Saga – Administrative Officer II	
Gemmalyn B. Villarejo – Administrative Officer II	
Jason A. Fermiza – Administrative Officer II	
Christin F. Camacho – Administrative Assistant II	
Arianne Montecino – Administrative Aide VI	
<b>PARTICIPANTS – One (1) representative per District</b>	
AYUNGON I	CANLAON I
AYUNGON II	CANLAON II
BINDOY I	SAN JOSE
BINDOY II	SIBULAN I
JIMALALUD I	SIBULAN II
JIMALALUD II	BACONG
LA LIBERTAD I	DAUIN
LA LIBERTAD II	SIATON I
MANJUYOD I	SIATON II
MANJUYOD II	SIATON III
TAYASAN I	SIATON IV
TAYASAN II	STA. CATALINA I
AMLAN	STA. CATALINA II
MABINAY I	STA. CATALINA III
MABINAY II	STA. CATALINA IV
MABINAY III	VALENCIA
MABINAY IV	ZAMBOANGUITA I
NOHS	ZAMBOANGUITA II