



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

Office of the Schools Division  
Superintendent

MEMORANDUM  
MLA-2022- 121

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

FROM : **SENEN PRISCILLO P. PAULIN**  
Schools Division Superintendent *3/21/2022*

SUBJECT : **SUBMISSION OF REQUEST FOR THE RELEASE OF 2020**  
**PERFORMANCE-BASED BONUS (PBB)**

DATE : **March 16, 2022**

1. This Office informs the field to submit a final report of Teaching and Non-teaching personnel who have not received their 2020 Performance Based Bonus (PBB).
2. The School Head shall submit a letter request with the following data:
  - a. Name of Claimant/s
  - b. School & District the personnel supposedly be included
  - c. Plantilla Position (ex. Teacher I), Date of appointment, Salary rate in 2020.
  - d. State the reason /s why the personnel is/are not on the list.
3. All requests should be endorsed by the respective Public Schools District Supervisor (PSDS). Deadline of submission will be on **March 25, 2022**. Submit directly to the **Division Personnel Section** c/o Ms. Gemmalyn B. Villarejo.
4. Any request submitted to this office after the set deadline will no longer be catered.
5. For widest dissemination and compliance.



**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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