



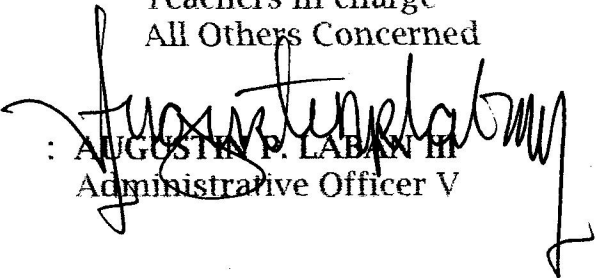
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 48, s. 2012

To : All Division Promotional Staff  
Public Schools District Supervisors  
Public Secondary School Heads (Newly legislated schools)  
Public Elementary School Heads  
Teachers In charge  
All Others Concerned

From :   
AUGUSTIN P. LABAN III  
Administrative Officer V

Subject : **RELEASE OF SY 2011-2012 PRODUCTIVITY INCENTIVE BONUS (PIB)**

Date : 14 March 2012

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01. This is in connection with the release of Productivity Incentive Bonus (PIB) for SY 2011 - 2012.
  02. The payment of PIB shall be subject to the submission of performance appraisal for the last **two rating periods** immediately preceding the current year.
  03. Anent this, all elementary school heads and the heads of newly legislated schools are directed to submit to the DIVISION ACCOUNTING OFFICE on or before **March 19, 2011** the Summary of Ratings of their teachers (permanent teachers and employees ONLY) for the SY 2011-2012 (first semester) in duplicate copies duly Certified Correct by the school head and Noted by their respective District Supervisors to give time for the division accounting unit to prepare the payrolls.
  04. Since the rating period of teachers for SY 2011-2012 is up to March 2012, school heads should specify the names of teachers and employees who are expected to be given UNSATISFACTORY ratings for the second semester so that they will not be given their PIB.
  05. Failure of the Principal/School Head to submit the Summary of Ratings on time shall defer the release of their benefits.
  06. The PIB shall be given through ATM.
  07. Immediate dissemination of this Memorandum and strict compliance of all concerned is enjoined.