



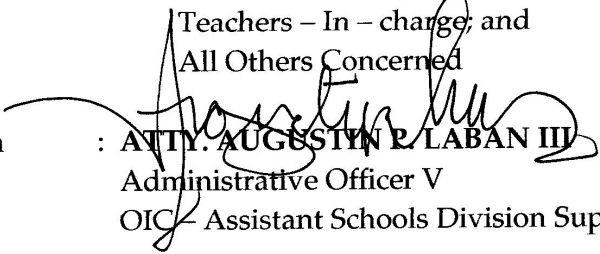
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 47, s. 2013

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

From : 
ATTY. AUGUSTIN P. LABAN III
Administrative Officer V
OIC – Assistant Schools Division Superintendent

Subject : **RELEASE OF SY 2012-2013 PRODUCTIVITY INCENTIVE
BONUS (PIB)**

Date : 14 March 2013

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01. This concerns the release of Productivity Incentive Bonus (PIB) for SY 2012 - 2013.
02. The release 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 20, 2013** the Summary of Ratings of their teachers (permanent teachers and employees ONLY) for the SY 2012-2013 (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 2012-2013 is up to March 2013, 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.

A handwritten signature in black ink, appearing to be 'M. J.', is located to the right of the text. The signature is written in a cursive style with a long, sweeping underline.