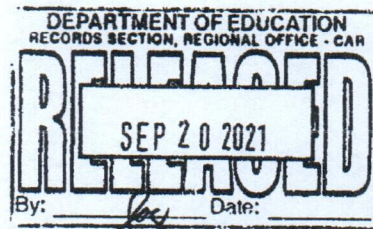




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



September 17, 2021

REGIONAL MEMORANDUM  
 No. **419 - 2021**

**ORIENTATION-WORKSHOP FOR THE PREPARATION AND SUBMISSION OF  
 REPORTS FOR THE 2020 PERFORMANCE BASED BONUS**

1. Relative to compliance with required data/reports for the grant of the 2020 Performance-Based Bonus, an orientation-workshop for the 2020 PBB shall be conducted on September 23-24, 2021 from 9:00 AM – 5:00 PM. The activity shall be conducted online through MS Teams Live.
2. The activity aims to accomplish the following:
  - a. Re-orient the participants from the Schools and Schools Division Offices on the grant of the 2020 Performance-Based Bonus and to assist them in the preparation of the following required reports for consolidation and submission to the Central Office:
    - i. Duly accomplished and accurate Report On Ranking Of Delivery Units – School Level Form 1.3 for Elementary and Secondary Schools, and SDO Level Form 1.3;
    - ii. Duly accomplished and accurate Elementary Schools, Secondary Schools and SDO List Of Eligible & Non-Eligible Personnel ( Form 1.0).
  - b. Discuss other matters on Human Resource and Administrative concerns.
3. Participants to the workshop shall be **the personnel assigned by their respective Offices who are knowledgeable and accountable of the data in the PBB reports.** The number of participants to the workshop are as follows:

| Consultants/Participants  | Number     |
|---|------------|
| Regional Director   | 1          |
| OIC- Assistant Regional Director  | 1          |
| Administrative Division Personnel (Chief AO, SAO, AO V, AO IV, AO II, TCE II, ADAS) | 7          |
| Schools Division Office Proper (5 pax x 8 SDOs)                                     | 40         |
| Schools Division Offices (10 pax from District Offices for Elem Sch PBB Data)       | 80         |
| Secondary Schools (1 pax for every Secondary School)                                | 299        |
| <b>Total</b>  | <b>428</b> |



Address: Wangal, La Trinidad, Benguet, 2601  
 Telephone No.: (074) 422-1318  
 Email: car@deped.gov.ph



ISO 9001:2015 Certified  
 Quality Management System  
 DE-50500784 QM15



4. Participants are advised to access this link for registration : <https://tinyurl.com/RF2020PBB>, using their DepED email accounts.


5. Expenses for the workshop including mobile load cards for SDO participants allocated at P37.50 per hour of actual attendance to the activity, shall be charged against Regional Office funds. Likewise, two snacks and lunch of Regional Office participants shall be provided chargeable against Regional Office funds subject to the usual budgeting, accounting and auditing rules and regulations.

6. For information, guidance, and compliance.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/ Regional Director


ETA/ear

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
**FOR YOUR INFORMATION & APPROPRIATE ACTION**

  
**FEDERICO P. MARTIN, EdD, CESO V**  
Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet, 2601  
Telephone No.: (074) 422-1318  
Email: car@deped.gov.ph

 ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15