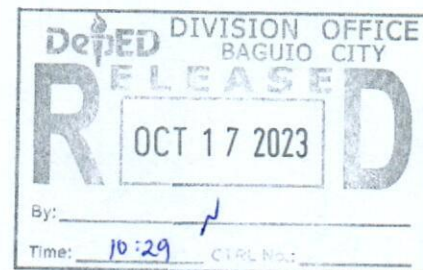




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



October 17, 2023

DIVISION MEMORANDUM

No. **422-2023**


**SUBMISSION OF LIST OF SCHOOL-BASED PERSONNEL FOR THE  
2022 PERFORMANCE-BASED BONUS**

To: All Public Schools District Supervisors  
Public School Heads  
Teaching and Non-Teaching personnel  
Others concerned

1. Relative to Regional Memorandum No. 589.2023 titled "Orientation and Workshop for the Preparation of Reports for the 2022 Performance-Based Bonus," this Office directs all school heads through the Public Schools District Supervisors to submit the list of school-based personnel (permanent/provisional) for the school year 2022-2023. The list shall include the employees who retired, resigned and transferred during the said school year.
2. To facilitate the consolidation of the aforementioned list, school heads are advised to accomplish the template attached to this memorandum, and submit the same in hard copy at the Personnel Unit on or before October 25, 2023. A soft copy shall likewise be submitted through [bgodivision.personnel@gmail.com](mailto:bgodivision.personnel@gmail.com). Personnel who are not included in the list shall be the responsibility of the school head.
3. For inquiries, contact Mr. Christorey C. Simangan at telefax no. (074)442-7819 or email at [christorey.simangan@deped.gov.ph](mailto:christorey.simangan@deped.gov.ph)
4. Immediate dissemination of and compliance with this memorandum are desired.

**SORAYA T. FACULO PhD, CESO VI**  
Asst. Schools Division Superintendent  
OIC-Schools Division Superintendent

For the OIC-Schools Division Superintendent:

  
**NIEVES D. EBANIO**  
Administrative Officer V

