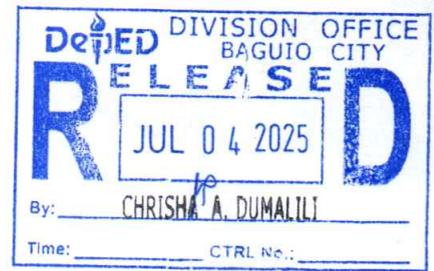




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



04 July 2025

DIVISION MEMORANDUM

No. 396-2025

**SUBMISSION OF THE LIST OF SCHOOL-BASED PERSONNEL FOR THE
SY 2023 - 2024 PERFORMANCE-BASED BONUS**

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

1. 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 2023-2024. The list shall include the employees who retired, resigned and transferred during the said school year.
2. To facilitate the consolidation of the list, school heads are advised to:
 - a) Download and upload the accomplished PBB Form template to the link provided <https://tinyurl.com/PBBSY2023-2024>.
 - b) Submit the same in hard copy at the Personnel Unit
3. The deadline of the submission is **on or before July 16, 2025**.
4. Personnel who are not included in the list shall be the responsibility of the school head.
5. For inquiries, contact Mr. Christorey C. Simangan at telefax no. (074)442-7819 or email at christorey.simangan@deped.gov.ph
6. Immediate dissemination of and compliance with this memorandum are desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent 

