



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



October 7, 2026

DIVISION MEMORANDUM
No. **675-2026**

**SUBMISSION OF THE LIST OF SCHOOL-BASED PERSONNEL FOR THE
SY 2024 - 2025 PERFORMANCE-BASED BONUS (PBB) YEAR**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. Relative to the statement issued by the Department of Budget and Management regarding the FY 2024 PBB, this Office directs all School Heads, through their respective Public Schools District Supervisors, to submit a list of school-based personnel (permanent/provisional) who were employed in their respective schools during School Year 2024-2025. The list shall include the personnel who retired, resigned or transferred to other Schools Division/Agencies during the said school year.
2. To facilitate the consolidation of the list, school heads are advised to:
 - a) Download and accomplished the PBB Form template and upload the complete Form through the designated link: <https://tinyurl.com/PBBSY24-25>.
 - b) Submit hard copy of the accomplished form to the Personnel Unit.
3. The deadline for submission is **on October 12, 2026**.
4. School Heads shall ensure the completeness and accuracy of the submitted list. Personnel who are inadvertently omitted from the list shall be the responsibility of the person who prepared and certified the submission.
5. For inquiries and clarification, please contact Mr. Christorey C. Simangan through email at christorey.simangan@deped.gov.ph.
6. For immediate dissemination and compliance with this memorandum are desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent