



DIVISION MEMORANDUM

No. 332, s. 2018

To: PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent ✓

Subject: Submission of School Form 1.2 for 2017 Performance Based-Bonus (PBB)

Date: October 24, 2018

1. The Schools are hereby requested to accomplish and submit their School Form 1.2 for 2017 Performance Based-Bonus (PBB) on or before **October 30, 2018, 10:00AM.**
 - a. Soft Copies (scanned signed copy and one in Excel format) shall be sent to depedelsalvador.hrmo@gmail.com
 - i. Scanned signed copy shall be saved in 1 PDF saved as 2017PBB_SCHOOLID_NAMEOFSCHOOL
(for example: 2017PBB_127667_AMOROS ES)
 - ii. Excel copy of report submitted shall be saved with the same file name indicated above
 - b. Hard copy signed by the School Head (in 2 copies) shall be submitted to the Division Office, attention: Personnel Office
2. Personnel Office shall send the template to the School's official email address. Should you have any concern relative to accomplishing School Form 1.2, you may contact the Personnel Office thru this number: 0956 654 1822.
3. For information, guidance and immediate compliance.

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama