



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

04 May 2022

DIVISION MEMORANDUM  
No. 179, s. 2022

**GRANT OF MID-YEAR BONUS FOR FISCAL YEAR 2022**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

- Pursuant to item 5 of Budget Circular 2017-2 (Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and Years Thereafter), issued by the Department of Budget and Management (DBM), only the employees who meet the following conditions shall be entitled to the Mid-Year Bonus:
  - rendered at least a total or an aggregate of **four (4) months of service** from July 1 of the immediately preceding year to May 15 of the current year
  - remains to be **in the government service as of May 15** of the current year
  - obtained **at least a satisfactory performance rating** in the immediately preceding rating period, or the applicable performance appraisal period
- The personnel unit shall prepare the list of employees who meet the first two conditions while the Performance Management Team (PMT) shall provide the list of employees who are able to meet the 3<sup>rd</sup> condition.
- In consideration that SY 2021-2022 is on-going, below shall be the reference documents for the performance rating of employees in the grant of Mid-Year Bonus in CY 2022.

<b>Station</b>	<b>Reference Document</b>
Schools Division Office	IPCRF CY 2021
Schools Division Office (newly hired but was able to render at least 4 months of service)	IPCRF from assumption date to April 2022
Schools ( <i>personnel who have completed SY 2020-2021</i> )	IPCRF SY 2020-2021
Schools ( <i>employees hired/transferred in after SY 2020-2021 but was able to render at least 4 months of service as of date</i> )	IPCRF SY 2020-2021 (Mid-year review & evaluation results OR tentative IPCR



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score from assumption date  
to April 2022)

*\*IPCRF- Individual Performance Commitment Review Form*

4. All school heads with employees hired after SY 2020-2021 are requested to submit the performance mid-year review & evaluation results of their newly hired teachers, **on or before May 06, 2022**. This is to facilitate for the timely release of the Mid-Year bonus.

*Sample illustration for Newly Hired Employees:*

**A. Schools Division Office**

Employee is hired on **December 20, 2021**

Total months of service as of May 15, 2022: **4 months**

Document to submit: **IPCRF for December 10, 2021 – April 30, 2022**

**B. Schools**

Employee is hired on **August 17, 2021**

Total months of service as of May 15, 2022: **8 months**

Document to submit: **IPCRF for August 17, 2021 – March 31, 2022**

5. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For information, guidance and compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

EMPLOYEES

BENEFITS

PERFORMANCE



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