



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

April 23, 2024

**REGIONAL MEMORANDUM**

No. **470** s. 2024

**FINAL VALIDATION RESULTS FOR THE FY 2022 PERFORMANCE-BASED BONUS (PBB) AND PREPARATION OF FORM 1.0**

To: Schools Division Superintendents  
 All Others Concerned

- Attached is Memorandum DM-OUHROD-2024-0736 dated April 18, 2024 with the subject: **Final Validation Results for the FY 2022 Performance-Based Bonus (PBB) and Preparation of Form 1.0.**
- The Department of Education has attained a total score of **75 points** for the eligibility criteria and conditions and is therefore **eligible** for the grant of FY 2022 PBB. All eligible employees shall be entitled to **48.75%** of monthly basic salary.
- The Schools Division Superintendents through the Division Performance Management Team and SDO PBB Focal Persons are reminded on the submission of complete and accurate Form 1.0-Report on Ranking of Delivery Units (List of Eligible Employees) using the template uploaded in <https://bit.ly/deped-form1> and submit both Excel and PDF files through email address: [pbb8.secretariat@outlook.com](mailto:pbb8.secretariat@outlook.com) cc [eva.rosales002@deped.gov.ph](mailto:eva.rosales002@deped.gov.ph) on or before **May 6, 2024** for consolidation by the Regional PBB Secretariat and submission to the National PBB Secretariat for validation.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
 Regional Director

Enclosure: As stated

Reference: As stated

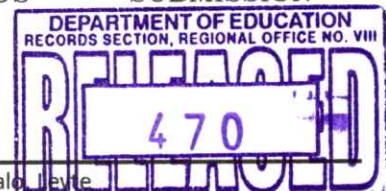
To be indicated in the Perpetual Index under the following subjects:

ELIGIBILITY

PERFORMANCE-BASED BONUS

SUBMISSION

AD-PS-EDR



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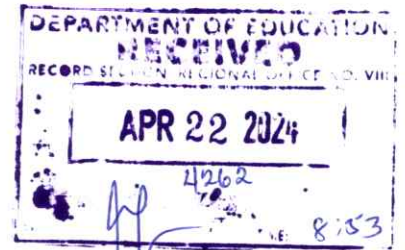
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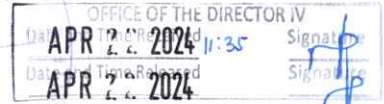
# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

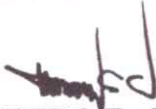


**MEMORANDUM**  
**DM-OUHROD-2024-0736**

4/22/24



**TO :** Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
School Heads  
All others concerned

**FROM :**   
**WILFREDO E. CABRAL**  
Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development  
Chairperson, National Performance Management Team

**SUBJECT :** FINAL VALIDATION RESULTS FOR THE FY 2022  
PERFORMANCE-BASED BONUS (PBB) AND PREPARATION OF  
FORM 1.0

**DATE :** 18 April 2024

## I. Background

The Performance-Based Bonus (PBB) is an incentive given to government employees following their performance and contribution in the accomplishment of their agency's overall targets and commitments.

Based on Memorandum Circular No. 2022-1 titled *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 under the Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016*, agencies shall be eligible for the grant of FY 2022 PBB by satisfying the four (4) dimensions of accountability (Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results), attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria based on the scoring system below:



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Effectivity	03.23.23	Page	1 of 4



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<b>PBB Scoring System – Four Dimensions of Accountability</b>						
<b>Criteria and Conditions</b>	<b>Weight</b>	<b>Performance Rating</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. <b>Performance Results</b> – accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA).	5	5 pts	10 pts	15 pts	20 pts	25 pts
2. <b>Process Results</b> – achievements in ease of doing business/ease of transaction with the agency through streamlining, standardization e.g., through the ISO-certified QMS or its equivalent, digitization, systems and procedures reengineering, and other related improvements.	5	5 pts	10 pts	15 pts	20 pts	25 pts
3. <b>Financial Results</b> – actual spending of the agency’s budget allotment vis-a-vis the realization of the committed programs and projects 2 based on the FY 2022 GAA.	5	5 pts	10 pts	15 pts	20 pts	25 pts
4. <b>Citizen/Client Satisfaction Results</b> – achievements in satisfying the quality expectations of the transacting public/client.	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>Total Score</b>		<b>Maximum = 100 points</b>				

For other agency accountabilities, agencies are required to comply with the following requirements:

1. Undertaking of Early Procurement Activities (EPA) for at least 50% of the total value of FY 2022 Procurement Projects
2. Submission of FY 2022 Non-Common Use Supplies and Equipment (APP non-CSE)
3. Submission of Results of the FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) Systems
4. Posting of Indicative FY 2023 APP non-CSE
5. Submission of FY 2023 APP-CSE
6. Updating of Transparency Seal
7. Posting of agency’s policy on the Establishment and Conduct of the Agency Review and Compliance of SALN
8. Sustained Compliance with Audit Findings
9. Updating of all procurement requirements for all transactions above 1 million in PhilGEPS
10. Submission of all Freedom of Information (FOI) Program requirements
11. Designation of the agency’s Committee on Anti-Red Tape (CART)

## II. Results of the FY 2022 PBB for DepEd

On 2 April 2024, DepEd received the congratulatory letter from the AO 25 Inter-Agency Taskforce Technical Working Group (AO25 IATF TWG) stating that the Department **attained a total score of 75 points for the eligibility criteria and conditions** and is therefore **eligible for the grant of FY 2022 PBB** (Enclosure No. 1– DepEd FY 2022 Final Validation Results).

Below is the summary of the eligibility criteria and score obtained by DepEd based on the DepEd FY 2022 Scorecard (Enclosure No. 2) provided by the AO25:

Eligibility Criteria	DepEd Accomplishments	Score	Points	Remarks
<b>1. Performance Results</b>	Achieved 47% (8 out of 17) Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	2	10	With Isolation
<b>2. Process Results</b>	Achieved substantial improvements to ease transactions in priority core service (external) and internal service	5	25	N/A
<b>3. Financial Results</b>	Achieved 96.9% Disbursement BUR	5	25	N/A
<b>4. Citizen/Client Satisfaction Result</b>	Achieved 4.57 satisfaction rating, with 82% resolution and 24% compliance of #8888 complaints, and 100% resolution and 94.78% compliance for CCB	3	15	With Isolation
<b>Total Agency Score</b>			<b>75 points</b>	

On the other hand, DepEd was deemed non-compliant in three (3) out of eleven (11) agency accountabilities:

1. Undertaking of EPA
2. Submission of FY 2022 APP non-CSE
3. PhilGEPS Posting

Thus, the grant of the FY 2022 PBB in DepEd shall not be automatic and shall be guided by Item 6.0 - *Guidelines on the Eligibility of Delivery Units and Individuals* in the MC 2022-1, to wit:

6.1.1 ...In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2022 PBB.

For eligibility criteria and agency accountabilities where DepEd was deemed non-compliant, the DepEd National Performance Management Team (NMPT) shall convene and discuss the units and positions to be isolated for the grant of the PBB. The list of non-compliant units and positions shall be released in a separate issuance.

In view of the foregoing, all Regional Office – Performance Management Teams (RO-PMTs) are requested to expedite the **consolidation and submission of the Form 1.0 on or before 10 May 2024**. Kindly refer to Enclosure No. 3 for instructions on the preparation of Form 1.0.

For questions or clarifications, correspondences/messages shall be forwarded directly to the office responsible:

Concern	Office	Contact Details
Procurement-related accountabilities: - EPA - APP non-CSE - PhilGEPS Posting	Office of the Undersecretary for Procurement – Regional Procurement Monitoring Office (OUPro-RPMO)	oupro.pbb@deped.gov.ph
Citizen/Client Satisfaction Results	Public Assistance Action Center (PAAC)	depedactioncenter@deped.gov.ph
Consolidation and Submission of Form 1.0 and Status of PBB Payout	Bureau of Human Resource and Organizational Development – Personnel Division (BHROD-PD)	pbb.secretariat@deped.gov.ph (02) 8633-9345

All DepEd employees are reminded not to transact with individuals/groups claiming that they can provide advance information on the PBB or expedite the release of the payout, and instead report these scammers to the proper authorities for appropriate sanctions.

The Department and PBB oversight agencies shall never demand payment for information and payout that DepEd employees are lawfully entitled to. Thus, all DepEd employees are enjoined to request assistance from the DepEd office/s concerned and refer to official issuances and websites of DepEd and PBB oversight agencies for official information.

For your information and guidance.



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF  
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS  
(Administrative Order No. 25 S. 2011)

1 March 2024

**HON. SARA Z. DUTERTE**

Vice President and Secretary  
Department of Education  
DepEd Complex, Meralco Avenue, Pasig City, Metro Manila

**Attention: Director Wilfredo E. Cabral**  
PBB Focal Person

Dear **Vice President Duterte**:

We are pleased to inform you that the **Department of Education-Office of the Secretary (DepEd-OSEC)** is **eligible** for the grant of the FY 2022 Performance-Based Bonus (PBB), as the agency obtained **75 points** for the PBB Criteria and Conditions as provided in Section 4.0 of the AO25 Inter-Agency Task Force Memorandum Circular No. 2022-1. The FY 2022 Final Eligibility Assessment is attached for your reference.

However, since the agency achieved a performance rating of below 4 in two (2) out of four (4) PBB Criteria and Conditions, and was found non-compliant in three (3) of the Agency Accountabilities under Section 5.0, the units primarily responsible for these non-compliances, including its head, should be excluded from receiving the FY 2022 PBB.

Furthermore, in order to qualify for the FY 2022 PBB, first, second, and third level employees are required to attain a performance rating of at least "Very Satisfactory" based on the agency's Strategic Performance Management System duly approved by the Civil Service Commission; and the Career Executive Service Performance Evaluation System prescribed by the Career Executive Service Board.

In order to finalize the PBB process, we kindly request your office to publish the **FY 2022 Agency Scorecard** in your official website or publication. The agency is given thirty (30) working days upon receipt of this letter to submit **Annex 10 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and subsequent release of your agency's FY 2022 PBB.

We thank the DepEd-OSEC management and staff for its continued participation and support to the PBB implementation.

Very truly yours,

**ACHILLES GERARD C. BRAVO**  
Assistant Secretary, DBM and  
Chair, AO25 IATF TWG



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INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF  
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS  
(Administrative Order No. 25 S. 2011)

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# FY 2022 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY

**FY 2022 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS**  
per the AO 25 Memorandum Circular (MC) No. 2022-1

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)

1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvement in ease of transaction in internal service	Achieved substantial improvement to ease transaction in external service	Achieved substantial improvements to ease transaction in external but non priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

1	2	3	4	5
1-19% Disbursement BUR	20-39% Disbursement BUR	40-59% Disbursement BUR	60-79% Disbursement BUR	80-100% Disbursement BUR

1	2	3	4	5
No submission/Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB



**FINAL ELIGIBILITY ASSESSMENT FOR FY 2022 PERFORMANCE-BASED BONUS**  
**DEPARTMENT OF EDUCATION- OFFICE OF THE SECRETARY**

**Overall Assessment:** The Department of Education- Office of the Secretary (DepEd-OSEC) achieved **75 points** and is **eligible** for the grant of FY 2022 PBB.

<b>A. Physical Accomplishments</b>			
<b>Criteria</b>	<b>Score</b>	<b>Points</b>	<b>Remarks</b>
<p><b>1. Performance Results</b></p> <p>Achieved 47% (8 out of 17) of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors.</p>	2	10	<p>The DepEd-OSEC failed to meet 9 out of the 17 Congress-approved performance indicators. These were the following:</p> <ol style="list-style-type: none"> <li>1. Number of education researches completed;</li> <li>2. Percentage of public schools meeting the standard ratio for teachers (Elementary);</li> <li>3. Percentage of public schools meeting the standard ratio for teachers (Junior High School);</li> <li>4. Percentage of public schools meeting the standard ratio for classrooms (Grades 1-10);</li> <li>5. New classrooms constructed;</li> <li>6. Percentage of learners provided with learning resources;</li> <li>7. Number of grantees (Education Service Contracting);</li> <li>8. Number of grantees (SHS Voucher); and</li> <li>9. Number of teachers and teaching-related staff trained.</li> </ol> <p>The DepEd-OSEC explained that the non-attainment of the targets was due to the following:</p> <ol style="list-style-type: none"> <li>1. Teacher-researchers usually implement their studies at the onset of the school opening and are accomplished before the end of the school year. Forty-seven remaining research studies are expected to be completed by FY 2023;</li> <li>2. There was an increase in the number of elementary and junior high school (JHS) learners enrolled in the public schools brought by the closure of private schools;</li> <li>3. The resumption of 5-day in-person classes had posed an increase in enrollment which requires additional classrooms;</li> <li>4. The final listing of schools was only cleared by the current administration/management in September 2022; hence the late request for the release of funds affected the implementation of the program;</li> <li>5. Consolidation of data is still for completion as the reporting and submission by the Regional Offices are still ongoing;</li> <li>6. Data on the number of grantees is still partial with the request for an extension of submission of billing statements; and</li> <li>7. The submitted report is still partial and will be updated upon submission of reports by other DepEd Regional Offices.</li> </ol>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			The Department of Budget and Management-Budget and Management Bureau (DBM-BMB)-F considered the non-attainment of the performance targets to be due to <b>uncontrollable factors</b> based on the DBM-BMB-F Agency Performance Review (APR) report dated October 20, 2023.
<b>2. Process Results</b>  Achieved substantial improvements to ease transactions in priority core service (external) and internal service.	5	25	<p>The DepEd-OSEC reported the following improvements in its Modified Form A for the external service, "Philippine Education Placement Test (PEPT) Online Registration":</p> <ol style="list-style-type: none"> <li>1. Offered the Computer-Based PEPT service to qualified clients; and</li> <li>2. Streamlined the PEPT Citizen's Charter (CC), which made the service more efficient, straightforward, and transparent.</li> </ol> <p>The DepEd-OSEC reported streamlining initiatives that improved the transparency of its processes within the PEPT service.</p> <ul style="list-style-type: none"> <li>• The DepEd-OSEC reported that the agency provided detailed information on test duration tailored to the grade level being taken;</li> <li>• The agency also provided legal reference on its service fees to add legitimacy and transparency to the process;</li> <li>• The DepEd-OSEC has also taken steps to reduce the burden on first-time takers by lowering documentary requirements from 6 in FY 2021 to 5 in FY 2022 (17% reduction);</li> <li>• In FY 2022, the PEPT Online Registration requires only one photocopy per document instead of two and accepts alternative documents such as Transcripts of Records in lieu of Form 137/138 and Report Cards in lieu of Form 138; and</li> <li>• The total processing time was reduced from 6 days, 3 hours, and 10 minutes in FY 2021 to 6 days, 1 hour, and 35 minutes in FY 2022.</li> </ul> <p>As a result the agency reported an increase in the number of test takers and a positive feedback from learners in FY 2022.</p> <p>Based on the Anti-Red Tape Authority (ARTA) validation report dated December 7, 2023, the DepEd-OSEC showed improvements in documentary requirements for the external service "PEPT Online Registration" as reflected in its FY 2022 Citizen's Charter vis-a-vis its FY 2021 Citizen's Charter as a baseline.</p> <p>As to its internal service, the DepEd-OSEC reported the following improvements in the "Issuance of Foreign Travel Authority (TA)":</p>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			<p>1. Decentralized the Recommending and Approving Authorities from the Office of the Secretary to Execom members and officials in the field offices; and</p> <p>2. Streamlined Foreign Travel Authority in the agency's Citizen's Charter.</p> <p>The decentralization of the recommending and approving authorities within the DepEd-OSEC has streamlined the processes across all levels of governance, from schools and divisions to Regional Offices and the Central Office. This decentralization effort created a harmonized approach to decision-making, ensuring consistency and efficiency throughout the organization.</p> <p>Further, the DepEd-OSEC reframed the service as an end-to-end process and took into account the interface between governance levels. As such, the agency reported the following improvements:</p> <ul style="list-style-type: none"> <li>• Added detailed guides for clients on the agency's service names;</li> <li>• Established the list of target clients for the issuance of Foreign Travel Authority;</li> <li>• Delegated specific tasks within the service to permanent employees; and</li> <li>• Clearly identified the documentary requirements (i.e. travel itinerary; written justification of the travel; letter of invitation coming from the foreign government; cash advance certification, and endorsement letter to the Department of Foreign Affairs from the International Cooperation Office) for the Issuance of Foreign Travel Authority.</li> </ul> <p>As a result, the agency reduced the total processing time from 6 days, 3 hours, and 15 minutes in FY 2021 to 5 days in FY 2022 (19% reduction).</p> <p>Based on the ARTA validation report dated December 7, 2023, the DepEd-OSEC showed improvements in the processing time for the internal service "Issuance of Foreign Travel Authority" as reflected in its FY 2022 Citizen's Charter vis-a-vis its FY 2021 Citizen's Charter as a baseline.</p> <p>Hence, the DepEd-OSEC achieved <b>substantial improvements to ease transactions in both external and internal services.</b></p>
<p><b>3. Financial Results</b></p> <p>Achieved 96.9% Disbursement BUR.</p>	5	25	<p>The actual accomplishment of the DepEd-OSEC for Disbursement Budget Utilization Rate (BUR) was 96.9% based on the DBM-BMB-F APR report dated October 20, 2023.</p>

<b>A. Physical Accomplishments</b>			
<b>Criteria</b>	<b>Score</b>	<b>Points</b>	<b>Remarks</b>
<b>4. Citizen/Client Satisfaction Results</b>  Achieved 4.57 satisfaction rate; 82% resolution and 24% compliance for #8888 complaints; and 100% resolution and 94.78% compliance for CCB.	3	15	<p>The DepEd-OSEC reported an overall client satisfaction of 4.57 and observed the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) pursuant to Annex 5 of the AO 25 MC No. 2022-1.</p> <p>The DepEd-OSEC achieved 82% (2,252 out of 2,736) resolution and 24% (657 out of 2,736) compliance rate received through the #8888 platform for the period of January 1, 2022 to December 31, 2022, based on the Office of the President (OP) report dated May 3, 2023.</p> <p>In addition, the agency received 100% (115 out of 115) resolution and 94.78% (109 out of 115) compliance rate received through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2022 to December 31, 2022 based on the Civil Service Commission (CSC) report dated June 15, 2023.</p>
<b>Total</b>	<b>15</b>	<b>75</b>	

<b>B. Agency Accountabilities</b>	<b>Compliance Status</b>
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Non-compliant
• Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Compliant
• Submission of FY 2022 APP Non-Common Use Supplies and Equipment (APP non-CSE)	Non-compliant
• Posting of Indicative FY 2023 APP non-CSE	Compliant
• Submission of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI)	Compliant
• Undertaking of Early Procurement Activities (EPA) covering FY 2023 Procurement Projects	Non-compliant
• Designation of the Agency's Committee on Anti-Red Tape (CART)	Compliant
• Compliance with the National Competition Policy (NCP)	Not applicable

**C. Eligibility of Delivery Units and Individuals/Rates**

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such a case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of MC 2022-1 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2022-1 will also be isolated from the grant of the FY 2022 PBB.

To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

For additional information, please refer to Section 6.0 (Eligibility of Delivery Units and Individuals) and Section 7.0 (Rates of the PBB) of MC 2022-01.

FY 2022 Performance-Based Bonus Scorecard  
**DEPARTMENT OF EDUCATION**  
**OFFICE OF THE SECRETARY**



**Compliant in 8 out of 11 Agency Accountability Requirements**



\*The unit/s most responsible (including its head) for the criteria stated in Section 6.1.1 of MC 2022-1 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

\*\*The unit/s most responsible (including its head) for the non-compliance with the Agency Accountability Requirements provided in Section 5.0 of MC 2022-1 will be isolated from the grant of the FY 2022 PBB.



### Enclosure No. 3 – Consolidation of Validated Form 1.0

In light of the Department's eligibility for the grant of the FY 2022 PBB, all Regional Office-Performance Management Teams (RO-PMTs) are instructed to consolidate the validated Form 1.0 (downloadable from <https://bit.ly/deped-form1>) of the RO and their respective schools division offices and schools.

Files shall be uploaded in both Excel and PDF format through this link: <https://bit.ly/2022-form1-upload> and **submit the validated and signed Form 1.0 on or before May 10, 2024.**

To ensure the efficient compliance of the Department to the process and release of the FY 2022 PBB, we reiterate the following:

- i. The FY 2022 PBB **Form 1.0 shall be grouped** by the following levels:
  - a. School Level – Elementary
  - b. School Level – Secondary
  - c. Schools Division Offices
  - d. Regional Office
- ii. **The rating period for school-based personnel shall cover the period August 1, 2022 to July 31, 2023** as stipulated in DepEd Order No. 034, s. 2022, titled *School Calendar and Activities for the School Year 2022-2023*. On the other hand, **the rating period of non-school based personnel covers January to December of FY 2022.**
- iii. To be considered eligible to the FY 2022 PBB, personnel should meet the following requirements indicated in AO25 MC No. 2022-1:
  - Submitted the applicable RPMS Forms (IPCRF/OPCRF/CESPES Rating) with **at least "Very Satisfactory" rating** within the given reglementary period
  - Submitted the Statement of Assets, Liabilities and Net Worth (SALN)
  - No unliquidated cash advance
  - Not found guilty of any administrative/criminal case by final executory judgment in FY 2022
  - Must have rendered **at least nine (9) months service** during the fiscal year; those who **rendered less than nine (9) months but minimum of three (3) months of service shall be entitled to the PBB in a pro-rata basis** corresponding to the actual length of service rendered.

For other issues and concerns on the Form 1.0, please contact Bureau of Human Resource and Organizational Development – Personnel Division (BHROD-PD) through (02) 8633-9345 or [pbb.secretariat@deped.gov.ph](mailto:pbb.secretariat@deped.gov.ph).