



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



02 September 2019

**MEMORANDUM**

To: Division Performance Management Team (PMT)  
Public Elementary School Heads  
Public Secondary School Heads

Subject: **SUBMISSION OF DATA REQUIREMENTS RELATIVE TO THE  
GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)**

In connection with the grant of FY 2018 Performance-Based Bonus (PBB) and in order to facilitate the submission of PBB School Level Form 1.4, school heads are required to submit to this Office (Attention: Administrative Officer V) on or before **September 4, 2019** the following applicable reports:

- Form A – Consolidated Report per District (for elementary)
- Form B – Report for Secondary School Non-Implementing Unit (Non-IU)
- Form C – Report for Secondary School Implementing Unit (IU)

Attached are the official format of the required reports with instructions for your reference.

For immediate compliance.



**GEMMA Q. TACUYCUI, CESO V**  
Schools Division Superintendent



**FORM A**  
**(Consolidated Report per District)**

**DATA REQUIREMENTS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)**  
**FY 2018**

District: \_\_\_\_\_

	<b>Name of School</b>	<b>School ID</b>	<b>OPCRF Score</b>	<b>No. of Teachers</b>	<b>Classification</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Prepared by:

\_\_\_\_\_

**INSTRUCTIONS:**

- Under the **Name of School** column, please follow the format below:
  - For central schools – Bantay West CS, San Emilio East CS
  - For integrated schools – Kalumsing IS, Sulvec IS
  - For primary schools – Barikir PS, Bucnit PS
  - For other elementary schools – Sabangan ES, Patiacan ES
- Under the **OPCRF Score** column, the **approved OPCRf score of the school head** in three decimal places (ex. 4.900, 4.781)
- Under the **Number of Teachers** column, please identify the total number of teachers qualified to receive PBB with at least three (3) months of service for the period April 2018 to May 2019.
- Under the **Classification** column, please follow the indicators below **based on the total number of teachers**:
  - SMALL – 9 teachers and below
  - MEDIUM – 10 to 29 teachers
  - LARGE – 30 teachers and above



**Form B**  
**(Report for Secondary School Non-Implementing Unit)**

**DATA REQUIREMENTS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)**  
**FY 2018**

<b>Name of School</b>	
<b>School ID</b>	
<b>OPCRF Score</b>	
<b>Number of Teachers</b> - JHS - SHS	
<b>Classification</b>	

Prepared by:

  

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**INSTRUCTIONS:**

1. Under the **Name of School** column, please follow the format below:
  - a. For national high schools – San Sebastian NHS, San Pedro NHS
  - b. For integrated schools – Kalumsing IS, Sulvec IS
2. Under the **OPCRF Score** column, the **approved OPCRf score of the school head** in three decimal places (ex. 4.900, 4.781)
3. Under the **Number of Teachers** column, please identify the total number of teachers qualified to receive PBB with at least three (3) months of service for the period April 2018 to May 2019. JHS is separated from the SHS.
4. Under the **Classification** column, please follow the indicators below **based on the total number of teachers**:
  - a. SMALL – 9 teachers and below
  - b. MEDIUM – 10 to 25 teachers
  - c. LARGE – 26 teachers and above



**Form C****(Report for Secondary School Implementing Unit)****DATA REQUIREMENTS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)  
FY 2018**

<b>Name of School</b>	
<b>School ID</b>	
<b>OPCRF Score</b>	
<b>Number of Teachers</b> - JHS - SHS	
<b>Classification</b>	

**\*Budget Utilization Rate for FY 2018 and Timeliness of Submission of BFARs**

<b>Total Amount Obligated</b>	
<b>Total Amount Disbursed</b>	
<b>Budget Utilization Rate (in %)</b>	
<b>No. of Late Submission of BFARs</b>	

Prepared by:

**INSTRUCTIONS:**

1. Under the **OPCRF Score** column, the **approved OPCRf score of the school head** in three decimal places (ex. 4.900, 4.781)
2. Under the **Number of Teachers** column, please identify the total number of teachers qualified to receive PBB with at least three (3) months of service for the period April 2018 to May 2019. JHS is separated from the SHS.
3. Under the **Classification** column, please follow the indicators below **based on the total number of teachers**:
  - a. SMALL – 9 teachers and below
  - b. MEDIUM – 10 to 25 teachers
  - c. LARGE – 26 teachers and above