



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



10 October 2019

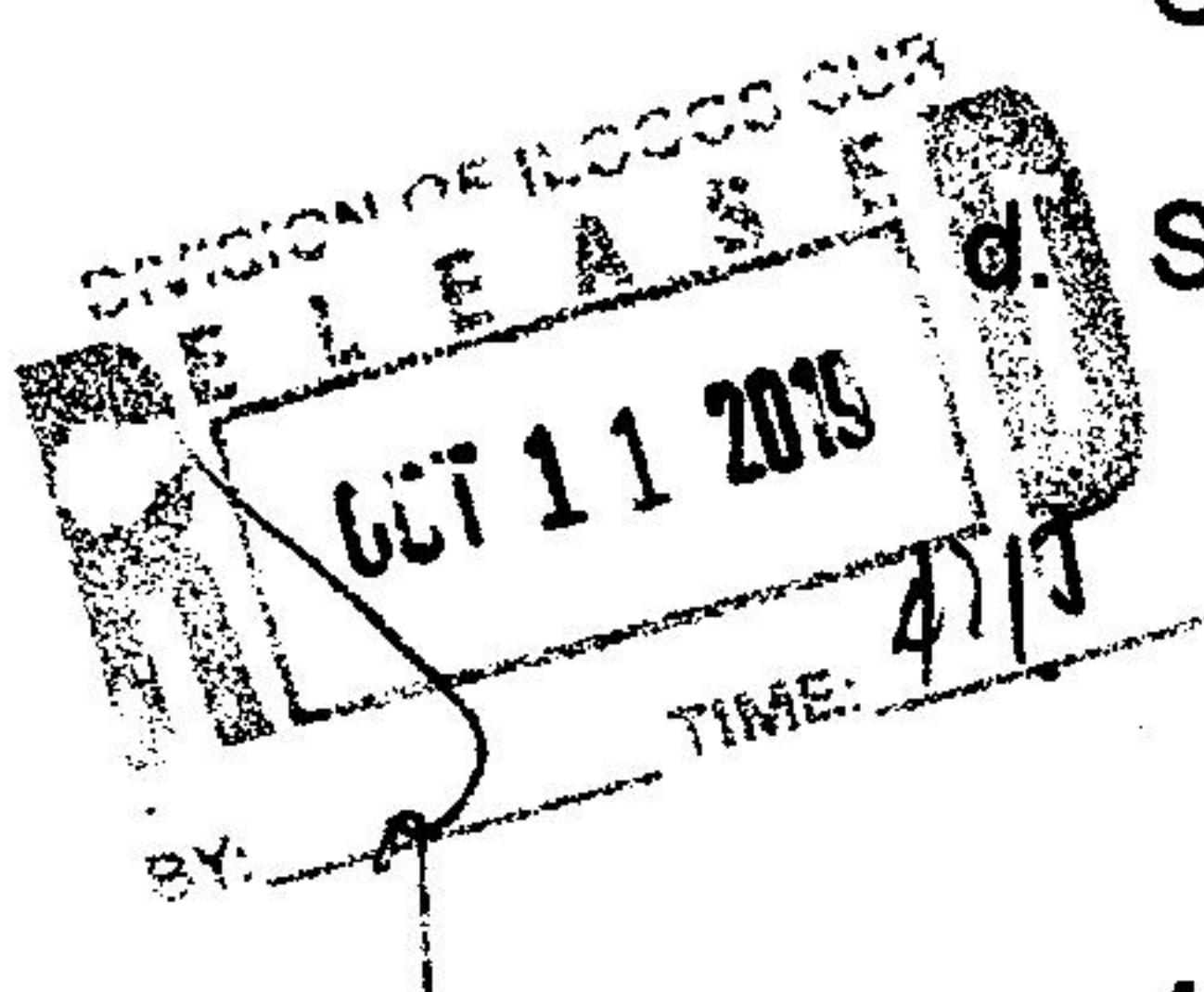
**DIVISION MEMORANDUM**

No. 374, s. 2019

**ORIENTATION-WORKSHOP ON THE GRANT OF PERFORMANCE-BASED BONUS  
(PBB) FY 2018**

To: OIC-ASDS  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
Public Secondary School Heads  
All Others Concerned

1. To ensure the grant of Performance-Based Bonus (PBB) FY 2018 to all qualified and eligible employees and to come up with accurate reports, the Department of Education Schools Division of Ilocos Sur shall conduct an Orientation-Workshop on the Grant of Performance-Based Bonus (PBB) FY 2018 on October 15, 2019 at Hotelinda Suites, Vigan City, to start at 8:30 AM.
2. Participants to the said activity are the following:
  - a. Division Performance Management Team
    - Mr. Jorge M. Reinante, CSEE, CEO VI, CESO V
    - Dr. Arnel C. Doctolero, OIC-ASDS
    - Dr. Maria Salome R. Abero, Chief Education Supervisor (CID)
    - Dr. Philip John Gregory G. Aldos, Chief Education Supervisor (SGOD)
    - Dr. Lysander N. Espejo, Administrative Officer V (Administrative Services)
    - Dr. Mark E. Manzano, Planning Officer III
    - Mr. Louie L. Jacob, Accountant III
    - Dr. Fatima A. Jimeno, President, Division PESPA
    - Mr. Emilio G. Ayson, Jr., President, Division NAPSSHI/NAPSSPHIL
    - Mrs. Evelyn T. Cordero, President, Division Secondary MT Association
  - b. SDO Personnel
    - Personnel Section – 6 participants
    - Accounting Section – 6 participants
    - SGOD-School Monitoring & Evaluation – 2 participants
    - SGOD-HRD – 2 participants
    - Secretariat – Ms. Mary Antonette Tumaca, Mrs. Marillac Quinsaas  
Mrs. Asuncion Piano, Ms. Aphrodite Hope Martinez
  - c. Elementary Districts – 4 participants per district (District Consolidator, District ICT Coordinator and other personnel involved in the preparation of PBB reports)
  - d. Secondary Schools
    - a. Implementing Units – 3 participants (school head and other personnel involved in the preparation of PBB reports)
    - b. Non-Implementing Units – 2 participants (school head and personnel involved in the preparation of PBB reports)
  - e. ALS Mobile Teachers – 3 participants (to be identified)





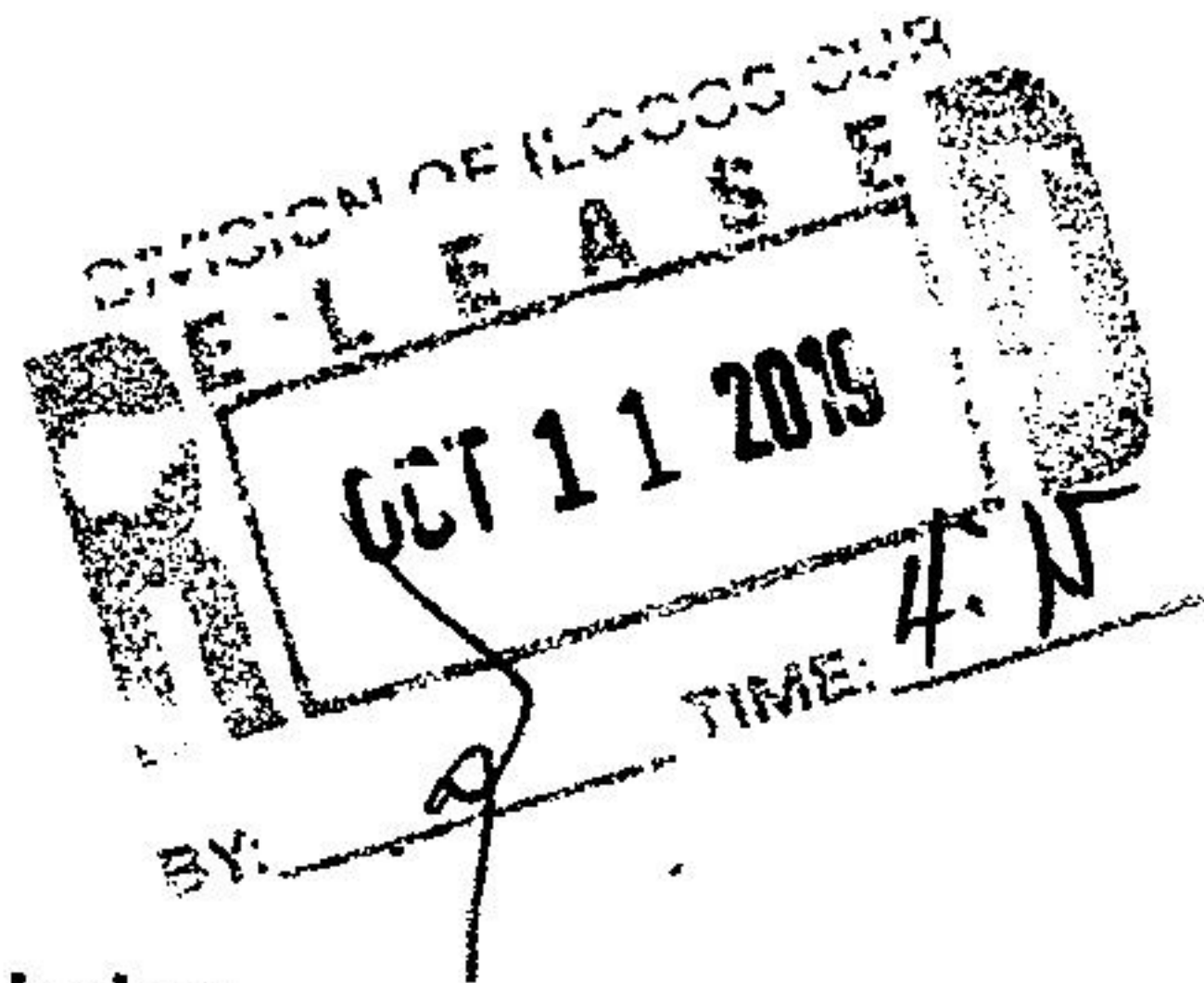


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3. Participants from the schools are advised to bring the following:
  - a. One (1) laptop per district/secondary school, extension cord and clean USB drive;
  - b. PBB report (School Form 1.2) hard and soft copies – district consolidated file for elementary and school files for secondary;
  - c. List of personnel eligible for the grant of PBB but not included in the submitted Form 1.2
4. Venue rental, lunch and snacks shall be charged against 2019 HRTD Funds while transportation expenses of participants from schools shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and attendance of all concerned is required.

  
**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent



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

PBB

Orientation

Workshop

Reports