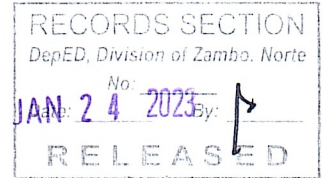




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 24, 2023

Division Memorandum

No. 23, s. 2023

**DIVISION ISOLATION GUIDELINES FOR
PERFORMANCE- BASED BONUS (PBB) GRANT**

**TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
PSDSs and PICDs
School Heads, Public Elementary and Secondary Schools
Teaching, Teaching- Related and Non-Teaching Personnel
Division Personnel
All Others Concerned**

1. In line with DepEd Order No. 7 s. 2021 titled “Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials”, and with this organization’s continuous quest for excellence in sustaining institutional effectiveness anchored to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, this Division establishes the Division Isolation Guidelines for Performance- Based Bonus (PBB) Grant.
2. This mechanism provides guidance for all the employees to achieve the objectives made and established by the organization to ensure superb performance in the workplace. Hence, our Performance Management System (PMS) is paramount to human resource planning, management, and decision-making processes.
3. The following instances are the grounds for inclusion to the PBB Isolation List:
 - a. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in the current rating period shall not be entitled to the PBB for the current year. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the grant of PBB. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within the current rating period.
 - b. An official or employee who failed to submit the Statement of Assets, Liabilities and Net Worth (SALN) of the previous year as prescribed in the rules provided under CSC MC No. 3, s. 2015; or those who are responsible for the non- compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the PBB for the **current year.**



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- c. An official or employee who failed to liquidate all Cash Advances received in the current year within the reglementary period, as prescribed in Commission of Audit (COA) Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the PBB for the **current year**.
 - d. The non-submission of the accomplished IPCRF/ OPCRF to the Personnel Tracking System (PTS) within the specified dates provided through an issuance by the division after the end of each cycle shall be ground for employee's disqualification to receive performance-based bonus if the failure of the submission of the said forms is due to the fault of the employee.
 - d.1. Upon the resolution of the PMT, **three (3) due notices** will be sent to the concerned personnel.
 - d.2. Concerned personnel are expected to comply **within three (3) days/ seventy-two (72) hours** upon receipt of the notice.
 - d.3. Failure to comply with the **2nd notice** would mean inclusion in the isolation list or exclusion to the PBB grant.
4. The Division Performance Management Team (PMT) is responsible for the implementation of the provisions articulated in these guidelines.
5. Immediate and widest dissemination of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

Reference:

DO No. 7 s. 2021

PMTekbsl/PBBIsolationList/DM001-2023/011923



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