



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong



DIVISION MEMORANDUM

SGOD No. 04s, 2019

FOR : SDO Section Heads (Budget, Accounting & Personnel)
Cluster Heads
Public Elementary and Secondary School
PBB Technical Working Group
This Division

FROM : **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT : **VALIDATION REPORT OF PBB FY 2018**

DATE : September 23, 2019

1. This has reference to the grant of the Performance-Based Bonus (PBB) for FY 2018, which requires agencies to conduct a performance rating and ranking of all its delivery units and personnel in order to facilitate the release of the PBB to its eligible employees and officials at the soonest possible time.
2. In view of the above, the City Schools Division of Tacurong – PBB Technical Working Group will conduct a series of validation in all schools.
3. The following documents are needed during validation:
 - a. Signed copy of OPCR Rating 2018;
 - b. Copy of SF 7 as of March 31, 2019;
 - c. Liquidation Report (Accounting Office); and
 - d. List of Personnel with Leave (HR Office)
4. All school heads are required to come and observe the hereunder schedule during the validation at the Board Room of the Division Office:

School/Cluster	Date	Time
Central/West Cluster	September 25, 2019	9:00 – 10:00 AM
East Cluster		10:00 – 11:00 AM
North Cluster		11:00 – 12:00 NN
South Cluster		1:30 - 2:30 PM
Secondary Schools		2:30 – 3:30 PM

5. For your information and compliance.