



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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Office of the Schools Division  
Superintendent

MEMORANDUM  
MLA-2021- 207

TO : **All PSDS**  
**All Elementary/Secondary School Heads**  
**All Non-Teaching Personnel**  
**All others concerned**

FROM : *Senen Priscillo P. Paulin*  
**SENEN PRISCILLO P. PAULIN**  
Schools Division Superintendent ✓  
7/30/2021

SUBJECT : **SUBMISSION OF REQUEST FOR THE RELEASE OF 2019**  
**PERFORMANCE-BASED BONUS (PBB)**

DATE : **July 30, 2021**

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1. This Office informs the field to submit a final report containing the names of Teaching and Non-teaching personnel who have not received their 2019 Performance Based Bonus (PBB). The funds intended for the payment of the 2019 PBB for this Division has already been used up. This Office will be making its final request to the Regional Office for the budget allocation for the remaining unpaid 2019 PBB claims.
2. In this regard, we would like to appeal that all request to claim their 2019 PBB will be submitted to this Office on or before August 6, 2021 to give us enough time to prepare, consolidate and forward the request to the Regional Office. **Payment of the claims will be done once there is release of funds.**
3. We hope that the Regional Office will provide a positive feedback on this request. You are hereby advised to submit the following data:
  - a. Letter request
  - b. Name of Claimant
  - c. School & District you are supposedly be included
  - d. Plantilla Position (ex. Teacher I), Date of appointment, Salary rate in 2019 and amount of PBB received by the school where you are supposedly included.
  - e. Reason /s why you are not on the list.
4. Please bear in mind that this request will only be done once as per instruction from the Regional Office. Any request submitted to this office after the set deadline will no longer be included in the endorsement to the Regional Office.
5. For widest dissemination and compliance.