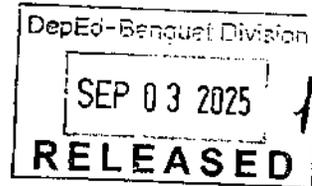




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



September 2, 2025

**DIVISION MEMORANDUM**

No. 373 s. 2025

**SUBMISSION OF ELIGIBLE SCHOOL-BASED PERSONNEL FOR THE  
SY 2023-2024 PERFORMANCE-BASED BONUS (PBB)**

**TO:** Public Schools District Supervisors/In-charge  
Elementary and Secondary School heads  
Administrative Officer II  
All Others Concerned

1. Pursuant to the guidelines on the grant of the Performance-Based Bonus (PBB) for government employees under Executive Order No. 80, s. 2012, and while the Department of Education's appeal to the Department of Budget and Management (DBM) for the grant of PBB 2023 is still pending, this Office hereby informs all concerned of the required submission of eligible school-based personnel for the School Year 2023-2024 PBB.
2. All school heads through the Public Schools District Supervisor are directed to:
  - a. Submit the list of eligible school-based personnel from their respective schools for SY 2023-2024 and **to be consolidated per district.**
  - b. Download and accomplish the PBB Form 1.0 template, then **upload the completed form to the link provided:**  
**<https://tinyurl.com/PBB2023-2024>**
  - c. Submit a hard copy of the accomplished form to the Personnel Unit through the Records Section **on or before September 26, 2025.**
3. Personnel who are not included in the list shall be the responsibility of the School Head/PSDS.
4. To ensure proper guidance on the submission process and address possible clarifications, **an online meeting with all PSDS and Administrative Officer II shall be conducted on September 5, 2025 (Friday) at 9:00 AM via Microsoft Teams** through this link <https://tinyurl.com/PBBBenguet>

5. For inquiries, contact Mr. Mel W. Alingbas or email at [mel.alingbas@deped.gov.ph](mailto:mel.alingbas@deped.gov.ph)
6. Immediate and widest dissemination of this Memorandum is desired.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
concurrent Officer-in-Charge  
Office of the Schools Division Superintendent

OSDS/1WA/MMR