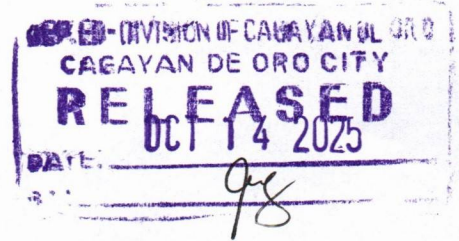




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

13 OCT 2025

OFFICE MEMORANDUM

No. 123 s.2025

**ATTENDANCE TO THE WORKSHOP FOR THE PREPARATION AND
SUBMISSION OF FISCAL YEAR (FY) 2023 PERFORMANCE-BASED
BONUS (PBB) REPORTS**

TO: **EFREN B. FACUN** – Administrative Officer II
MA. O-IAN ROSE P. CHATTO – Administrative Officer II

1. With reference to the **Regional Memorandum No. 809 s. 2025**, you are hereby directed to attend the *Workshop for the Preparation and Submission of Fiscal Year (FY) 2023 Performance-Based Bonus (PBB) Reports* at **NEAP Region 10, Lapasan, Cagayan de Oro City**, on **October 15-17, 2025**.
2. Participants to this activity are requested to bring the following during the workshop proper:
 - a. laptop
 - b. extension cords
 - c. data for PBB Form 1.0
3. This Office directs compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated

Reference: N o n e

To be indicated in the Perpetual Index under the following subject:
2023 Performance-Based Bonus

AS/EBF-OM-002: Attendance to the Workshop for the Preparation and Submission of FY 2023 PBB



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeorocity@depd.gov.ph
Website: <https://depdcdonet/>

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

9109
10-10-25

October 09, 2025

REGIONAL MEMORANDUM
No. 809, s. 2025

**WORKSHOP FOR THE PREPARATION AND SUBMISSION OF FISCAL YEAR (FY)
2023 PERFORMANCE-BASED BONUS (PBB) REPORTS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Regional Office will conduct the Workshop for the Preparation and Submission of FY 2023 Performance-Based Bonus Reports at **NEAP Region 10, Lapasan, Cagayan de Oro City, on October 15-17, 2025**. Expected participants are the following:

- a. Head of Personnel Section/Unit
- b. Performance Management Team (PMT) Secretariat

2. This workshop aims to guide and assist all concerned units and personnel in the accurate, complete, and timely preparation and submission of FY 2023 PBB documentary requirements on or before the deadline set by the Central Office.

3. Participants to this activity are requested to bring the following during the workshop proper:

- a. laptop
- b. extension cords
- c. data for PBB Form 1.0 (template downloadable from this link: bit.ly/2023Form1-template)

4. With reference to DepEd Orders 43 & 46, s. 2022, all participants (list enclosed as Annex "A") are expected to file the appropriate Authority to Travel form, to be recommended and approved to wit:

Position	Recommending Authority	Approving Authority
Division Chief and below in the Regional Office	Assistant Regional Director (ARD)	Regional Director (RD)
Division Chief and below in the Schools Division Office	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)

5. Travel and incidental expenses shall be charged to the Division's respective local funds while accommodation shall be charged to the Regional Office funds, subject to usual government accounting and auditing rules and regulations. Below is the schedule of meals and accommodation.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

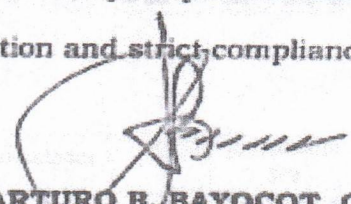
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DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
Day 1	x	✓	✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	x	x

6. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

7. This Office directs the immediate dissemination and strict compliance of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

TRAINING WORKSHOP

DTS 25-140207

Annex "B"

**WORKSHOP FOR THE PREPARATION AND SUBMISSION OF FISCAL YEAR (FY)
2023 PERFORMANCE-BASED BONUS (PBB) REPORTS
October 15-17, 2025**

PROGRAM MATRIX

Day 1	October 15, 2025
8:00 AM – 12:00 NN	Travel Time and Arrival of Participants
12:00 NN – 1:00 PM	Registration and Lunch
Preliminaries (1:00 PM- 1:30 PM)	
1.1. Pambansang Awit	Audio-Video Presentation
1.2. Prayer	
1.3. Quality Policy Statement	
1.4. Presentation of Participants/ Attendance Checking	By Emcee
1.5. Opening Remarks	Atty. Shirley O. Chatto <i>Chief Administrative Officer Administrative Division</i>
1.6. Message	Dr. Arturo B. Bayocot, CESO III <i>Regional Director</i>
1.7. Objectives of the Activity and House Rules	Anna Mae M. Atillo-Dresser <i>Administrative Officer V, Personnel Section Regional Office 10</i>
Activity Proper (1:30 PM – 2:00 PM)	
1:30 PM – 2:00 PM <i>Instructions as to the Reports for Submission</i>	Anna Mae M. Atillo-Dresser <i>Administrative Officer V, Personnel Section Regional Office 10</i>
2:00 PM- 5:00 PM <i>Workshop Proper</i>	Schools Division Office (SDO) and Technical Working Group (TWG)
Day 2	October 16, 2025
8:00 AM – 8:30 AM <i>Status Check and Update</i>	Secretariat
8:30 AM – 12:00 NN <i>Workshop</i>	<i>SDOs with TWG</i>

12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 4:30 PM <i>Workshop</i>	<i>SDOs with TWG</i>
4:30 PM – 5:00 AM <i>Status Check and Update</i>	<i>Secretariat</i>
Day 3	October 17, 2025
8:00 AM – 11:00 AM <i>Workshop</i>	<i>SDOs with TWG</i>
11:00 AM – 11:30 AM <i>Status Check and Update</i>	<i>Secretariat</i>
11:30 AM – 12:00 NN <i>Closing Program</i>	<i>Secretariat</i>

LIST OF PARTICIPANTS FOR THE FY 2023 PBB WORKSHOP
October 15-17, 2025

A. Breakdown of Participants

PARTICIPANTS	NO OF. PAX
Bukidnon	2
Cagayan de Oro City	2
Camiguin	2
El Salvador	2
Gingoog City	2
Iligan City	2
Lanao del Norte	2
Malaybalay City	2
Misamis Occidental	2
Misamis Oriental	2
Oroquieta City	2
Ozamis City	2
Tangub City	2
Valencia City	2
Regional Office	2
TOTAL	30

B. Regional Office Proper and TWG

ROP SECRETARIAT & TWG	NO OF. PAX
RO TWG and Secretariat	
2 from ICT Unit	
7 from Personnel Section/ Admin Division	9
TWG from SDO: Elson C. Jamero	1
TOTAL	10