



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



Division Memorandum
No. 17^D, s. 2019

TO: ALL SCHOOL HEADS
PSDSs
SDO PERSONNEL
OTHERS CONCERNED



FROM: 
BENEDICTA B. GAMATERO
OIC-Schools Division Superintendent

SUBJECT: **PBB 2018**

DATE: September 4, 2019

1. In preparation for PBB 2018, please submit consolidated Performance Rating of personnel per school using the format below and submit until **September 12, 2019**.

Name of School/ District

Name	Position as of Dec.31, 2018	Salary Grade as of Dec. 31,2018	Step Increment as of Dec.31,2018	OPCRF /IPCRF	Remarks

2. Include names of personnel who are separated from the service and indicate date of effectivity, those newly hired personnel and their date of appointment and those who are in study leave, or any kind of leave for 3 months and or more.
3. Submit consolidated form with one copy of IPCRF/OPCRF of each personnel.
4. For immediate dissemination and compliance.