



June 18, 2018

**ADDENDUM ON PBB ORIENTATION AND VALIDATION WORKSHOP  
PER DIVISION MEMORANDUM NO. 166, S.2018**

To: Assistant Schools Division Superintendents  
Chief Education Program Supervisors (CID/SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary School Heads  
Section/Unit Heads  
Senior Bookkeepers Concerned  
All Others Concerned

In view of the conduct of the validation of the 2017 Performance Based Bonus Reports, please be informed that a Division Validation Orientation/Workshop shall be held at the DepED, SDO, Camarines Sur on the following dates:

- |                 |   |                    |  |
|-----------------|---|--------------------|--|
| • June 21, 2018 | - | 8:00 AM-12:00 NOON | - 1 <sup>st</sup> Congressional District |
|                 |   | 1:00 – 5:00 PM     | - 2 <sup>nd</sup> Congressional District |
| • June 22, 2018 | - | 8:00 AM-12:00 NOON | - 3 <sup>rd</sup> Congressional District |
|                 |   | 1:00 – 5:00 PM     | - 4 <sup>th</sup> Congressional District |
| • June 23, 2018 | - | 8:00 – 12:00 NOON  | - 5 <sup>th</sup> Congressional District |

For this very important purpose, the participants are the Public Schools District Supervisor, School Heads, School ICT Coordinators and Concerned Senior Bookkeepers.

Please bring laptop and the following reports:

- Signed composition of School Performance Management Team (SPMT),  
Soft copy of this report must have been previously sent on or before June 18, 2018;
- Form 1.2 properly accomplished

It is expected as previously given in the guidelines and timelines; the following reports must have already been submitted to the Records Section:

- SALN as of December 2017
- OPCR/IPCRR submitted per School

The Liquidation report shall be handled by the Senior Bookkeepers who shall be in official attendance during the validation.

The travel and other expenses relative to this activity shall be charged against the Division of School MOOE subject to the usual accounting and auditing rules and regulations.

Immediate and widest dissemination of this Memorandum is desired.

  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

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