



December 4, 2017

Division Memorandum

No.: 781 s. 2017

**LIST OF NON-ELIGIBLE EMPLOYEES
FOR 2016 PERFORMANCE-BASED BONUS**

To: The Principal – Dr. Cecilio Putong National High School
Mr. Noel F. Segarra, Utility Worker I
Mrs. Hilaria E. Hora, Administrative Officer II

1. Pursuant to Memorandum Circular 2016-1 dated May 12, 2016 on the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order No. 80 and Executive Order No. 201, the following personnel are non-eligible to 2016 Performance-Based Bonus and are not allowed to received such benefits. The following are

- a) Consultants, experts, and/or technical assistants who are hired under Contract of Service or job order in the absence of an employer-employee relationship;
- b) Employee on vacation leave, with or without pay, for the entire rating period;
- c) Personnel found guilty of administrative and/or criminal cases and meted penalty in 2016, EXCEPT if the penalty meted is only a reprimand;
- d) Officials and employees who failed to submit 2015 SALN; and
- e) Officials and Employees who failed to liquidate Cash Advances received in 2016 within the reglementary period.

2. With this, the Performance-Based Bonus (PBB) Secretariat found two (2) employees in the Division under Dr. Cecilio Putong National High School who are non-eligible to receive the 2016 Performance-Based Bonus the following are:

1. NOEL F. SEGARRA, Utility Worker I for noncompliance of the SALN 2015 and No performance for 2016
2. HILARIA E. HORA, Administrative Officer II, for failure to liquidate the Senior High School MOOE amounting to P296,000.00 within the reglementary period.

3. For information, guidance and strict compliance is directed.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent



REGULAR AGENCY FUND
Subsidiary Ledger

Date Period: 01-Ene-16 - 30-Dic-16

Fund Cluster Code : 01

Payee: HILARIA HORA

GL Code : 1990101000

Object Name: Advances for Operating Expenses

SL Code: 1990101000 -

Date	Particulars	Reference	Debit	Credit	Balance
10/14/2016	DOWNLOADING OF SENIOR HIGH SCHOOL MOOE OF DCPNHS TO HILARIA HORA CHECK # 10055009 10/14/2016	01-2016-10-001154	296,000.00		296,000.00
		Total	296,000.00	0.00	296,000.00

Certified Correct:


MICHELLE T. SAGARAL, CPA, MM
Division Accountant 