



MALACAÑANG
PRESIDENTIAL BROADCAST STAFF-RTVM
(Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacanang)
MANILA

MEMORANDUM

September 30, 2019

FOR : **DIVISION HEADS /REPRESENTATIVES**

- Lerina B. Braga – Admin & Finance
- Dulce Amor D. Quintana – Research and Archives
- Luis Enrico T. Eleazar – MPD
- Danilo P. Abad - MPD & Engineering
- Brando P. Aguilan - Engineering

FROM : **THE PERSONNEL OFFICER**

SUBJECT : **GUIDELINES RE: SALN PROCEDURE
AND RANKING OF DELIVERY UNITS**

Attached hereto are some the following documents required for the Grant Performance-Based Bonus (PBB) for FY 2019.

1. Memorandum dated September 23, 2019 from the Executive Director directing the Division Heads to lead the cascading of the Guidelines in the Review and Compliance Procedures in the Filing and Submission of SALNs for 2019.
2. Memorandum dated September 19, 2019 about the Guidelines in the Review and Compliance Procedures in the Filing and Submission of SALNs for 2019.
3. Guidelines/Mechanics in Ranking of Delivery Units for FY 2019.

Power Point Presentation (PPP) of the abovementioned Guidelines will be presented by the undersigned during the Division Heads Meeting on October 4, 2019. Such PPP can also be used during cascading activities within the division/section.

For your information and appropriate action.

Bethlehem M. De la Cruz
BETHLEHEM M. DELA CRUZ

NOTED:

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RENNICWILLER D. BARALAN