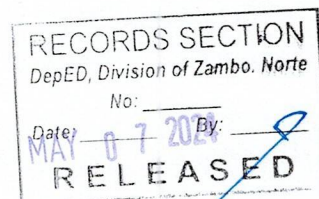




Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



May 6, 2024

Division Memorandum
 No. _____, s. 2024

**ELECTRONIC UPDATING OF PERSONAL SERVICES ITEMIZATION AND
 PLANTILLA OF PERSONNEL (PSIPOP)**

To: Public Schools District Supervisors
 School Principals and School Heads
 This Division
 All concerned personnel

1. The Department of Education (DepED) is required to prepare the Plantilla of Personnel (POP) using the Personal Services Itemization (PSI) prepared by the Department of Budget and Management (DBM) as basis.
2. To comply with the timely submission of the Division's Personal Services Itemization and Plantilla of Personnel (PSIPOP) to the Department of Budget and Management, this Office directs the HRMO and personnel in-charge of plantilla to monthly update the PSIPOP.
3. Pursuant to *DO 63, s. 2009*, the PSIPOP serves as the primary data source for manpower information and as basis for determining the Personal Services (PS) budgetary requirements of *DepEd*. Thus, personnel-in-charge of plantilla shall ensure that all entries in the PSIPOP are **accurately and completely filled out**.
4. In relation thereto, the following Division Personnel are designated as Plantilla-In-Charge:

Personnel Plantilla-In-Charge	PSIPOP
1. <i>Christine Jean L. Jauculan- ADAS II</i>	<i>Elementary</i>
2. <i>Shelamae E. Dayapdapan – AO II</i>	<i>Elementary</i>
3. <i>Pamela J. Bacara- ADAS II</i>	<i>Junior High School</i>
4. <i>Tedee S. Tabilon- ADA VI</i>	<i>Senior High School</i>
5. <i>Marylynne B. Bayron – AO IV/HRMO II</i>	<i>OSDS</i>



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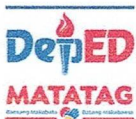


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5. The Plantilla-In-Charge shall:
 - a. Update the *PSIPOP every month*;
 - b. Submit an accurate and complete *PSIPOP to the DBM five days before the end of the month*;
 - b. Prepare the lists of vacancies to include natural vacant items, anticipated vacuum items and the like;
 - c. Forward the list of vacant items to the Personnel-In-Charge of publication of vacant items;
 - d. Furnish the HRMPSB Chairperson a copy of the lists of vacant items;
6. This Memorandum shall also serve as Designation Order for the mentioned Division Personnel Plantilla-In-Charge.
7. For information, guidance and strict compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

PERSONNEL/ SED/ PSIPOP
005-07-2024/ 02192024



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