
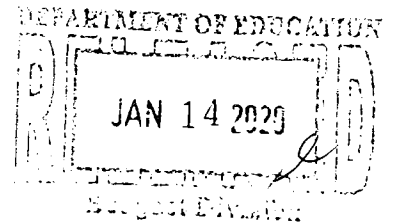
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No.- 422 6570 Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 10-14-2019</p>
<p><b>SDO MEMORANDUM NO. <u>015</u> s, 2020</b></p>		<p>Name of Office: <b>OSDS-Personnel Section</b></p>	

TO: All Public Schools District Supervisors  
District Coordinating Principals  
Personnel In-charge of Plantilla

DATE: January 10, 2020

FROM:   
BENILDA M. DAYTACA, EdD, CESO VI  
OIC- Schools Division Superintendent

SUBJECT: SUBMISSION OF DISTRICT FISCAL YEAR 2020 PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)



1. Fiscal Year (FY) 2019 has ended. All District Heads are hereby reminded to submit their 2020 PSIPOP incorporating all corrections and/or updated data of employees.
2. The PSIPOP should be reviewed and accomplished with utmost care per Column, to wit:
  - 1- Refers to the unique item number of the position and should not be altered/modified/revised
  - 2- Refers to the Position Title and Salary Grade allocation of the position in accordance with the updated Index of Occupation Services (IOS), Occupational Groups (OG), Classes and Salary Grades (CSG)
  - 3- Refers to Authorized Salary which is the hiring rate of the first step of the salary grade allocation using the latest salary/base pay schedule
  - 4- Refers to the Actual Salary of the civilian incumbent of the position, inclusive of the step increment of teachers and non-teaching employees
  - 5- Refers to the salary step of the civilian incumbent in the salary grade allocation of his/her position
  - 6- 7 Code and Type refers to the geographical location of the position
  - 8- Refers to the level of the position in the organization as Key, Technical, Support to Technical and Administrative
  - 9- (P/A/P Attribution) refers to the functional grouping of the position based on the approved program/activity/project structure
  - 10- NAME OF INCUMBENT-should indicate the full names of incumbent employees: **(LAST NAME, FIRST NAME, MIDDLE NAME)**
  - 11- SEX (Male/Female (M/F)
  - 12- Date of Birth – must be accurate
  - 13- TIN –Tax Identification Number of employee
  - 14- Date of Original Appointment (as permanent)
  - 15- Date of Last Promotion (current position)
  - 16- Status – refers to status of appointment (P – permanent)
  - 17- Civil Service Eligibility (PBET/LET/RA 1080, CSP, CSSP)
3. Appointments involved in chain promotions, reclassification and extension items allocated to concerned districts and schools should also be reflected with their correct item numbers.
4. There should be ten (10) names only per PSIPOP page, double-spaced. Position Titles be written in Roman Numeral, e.g Teacher I, Teacher II, Teacher III, MT I, MT II, HT II, III, IV and NOT written as MT 2, HT 3, SP 2, ADAS 3.



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5. Swapped/transferred teachers within the division and from other divisions/regions should be included with their corresponding item numbers. Include also school heads reassigned to your district for tracking purposes and/or accounting purposes.
6. The deadline for submission (one (hard) copy only) will be on or before February 28, 2020.
7. For guidance and compliance.

To be indicated in the Perpetual Index  
Under the following subjects:

TEACHERS

EMPLOYEES

ADMINISTRATORS

PSIPOP