



Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OF BENGUET
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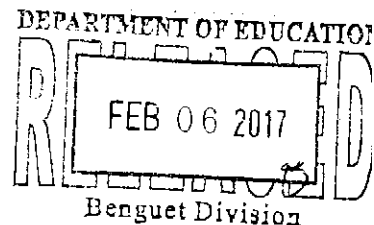
February 2, 2017

DIVISION MEMORANDUM

No. 018 s. 2017

To:

Public Schools District Supervisors/Coordinating Principals
Secondary School Heads
Accounting Section
Records Section
Personnel Section
Cash Section



Subject: **Seminar-Workshop on Synchronization of Personnel Services Itemization and Plantilla of Personnel (PSIPOP), GSIS, BIR, and Payroll Records of Employees**

1. DepEd Benguet will conduct a three-day Seminar Workshop on Synchronization of Personnel Services Itemization and Plantilla of Personnel (PSIPOP), GSIS, BIR and Payroll records of Employees to be held at SDO-Adivay Hall on February 13-15, 2017.
2. The Seminar-Workshop has the following objectives:
 - a. To acquire knowledge and skills in preparing a systematic and accurate Personnel Services Itemization and Plantilla of Personnel (PSIPOP)
 - b. To be updated with the Agency Remittance Advice (ARA) GSIS Database system, and BIR Form 2316
 - c. To introduce uniform and systematic filling of Payroll records of employees; and
 - d. To be more aware on the importance of records management in the day-to-day operation of the organization.

3. Participants are the following:

| | |
|---|----|
| Secondary High School (Pls see attached list of identified secondary high school) <ul style="list-style-type: none">• Participants are the AdAs II or other personnel involved in handling records in their respective schools | 31 |
| Elementary Schools (1 representative per district) | 14 |
| Accounting Section (Accountant III, AdAs III) | 19 |
| Administrative Section (AO V, HRMO, Cashier, 3 personnel staff) | 6 |
| Resource Speakers/Facilitators | 4 |
| SDS | 1 |
| Total | 75 |

4. Participants are advised to bring their laptops, updated service records of all permanent employees (for secondary High Schools), duly accomplished BIR form 2316, and other pertinent personnel records (if any).
5. Snacks and lunch will be charged against Division Inset Funds while travel and other incidental expenses of the participants are chargeable to local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.

FEDERICO P. MARTIN, Ed. D., CESO VI
Schools Division Superintendent

List of Participants in Secondary High School

| | |
|----|-------------------------|
| 1 | ADAOY NHS |
| 2 | AMPUSONGAN NHS |
| 3 | AMPUCAO NHS |
| 4 | BAKUN NHS |
| 5 | BALILI NHS |
| 6 | BANGAO NHS |
| 7 | BEDBED NHS |
| 8 | BINGA NHS |
| 9 | BOKOD NHS |
| 10 | BULALACAO NHS |
| 11 | CABITEN NHS |
| 12 | CATLUBONG NHS |
| 13 | CORDILLERA RSHS |
| 14 | FIANZA MNHS-DALUPIRIP |
| 15 | FIANZA MNHS-TINONGDAN |
| 16 | GUINAOANG NHS |
| 17 | KAPANGAN CENTRAL NHS |
| 18 | KAPANGAN NHS |
| 19 | LA TRINIDAD NHS |
| 20 | LOO NHS |
| 21 | MADAYMEN NHS |
| 22 | SABLAN NHS |
| 23 | SINIPSIP NHS |
| 24 | TACADANG NHS |
| 25 | TALOY SUR NHS |
| 26 | TAWANGAN-LUSOD NHS |
| 27 | TUBA CENTRAL NHS |
| 28 | TWIN PEAKS NHS |
| 29 | EVELIO JAVIER NHS |
| 30 | DAKLAN NHS |
| 31 | EASTERN LA TRINIDAD NHS |