



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601




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DIVISION MEMORANDUM

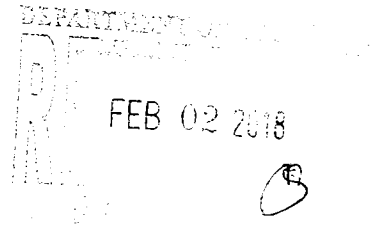
No. 033 s. 2018

DATE : January 29, 2018

TO : All District Supervisors/ District Heads

FROM : 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

SUBJECT : **SUBMISSION OF FY 2018 PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) BY DISTRICT**



1. The FY 2017 has ended. All district heads are hereby reminded to submit their 2018 PSIPOP with the necessary corrections and/or updated data from the highest position down.
2. The PSIPOP shall be reviewed and accomplished with utmost care per column:
 - 1 - Refers to the unique item number of the position. *(Not to be altered/ modified/ revised by the district)*
 - 2 - Refers to the Position Title and Salary Grade allocation of the position in accordance with the updated Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS).
 - 3 - Authorized salary refers to the hiring rate or the first step of the salary grade allocation using the salary/ base pay schedule in NBC No. 572, s. 2018, dated January 3, 2018.
 - 4 - Refers to the actual salary of the civilian incumbent of the position, inclusive of step increment of teachers and non-teaching employees.
 - 5 - Refers to the salary step of the actual salary of the incumbent in the salary grade allocation of his/her position
 - 6 - 7 (Code/ Type) refers to the geographical location of the position.
 - 8 - Refers to 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 - Should indicate the full names of incumbents. **MIDDLE NAMES** shall be spelled out in **FULL** instead of just middle initials. **(LAST NAME, FIRST NAME, MIDDLE NAME)**
 - 11 - Sex (Male/ Female)
 - 12 - Date of birth – must be accurate
 - 13 - TIN –indicate the accurate TIN based on the data furnished by the BIR.
 - 14 - Date of original appointment – refers to the initial entry in the Career Service who meets all the requirements of the position.
 - 15 - Date of last promotion (as to present position)
 - 16 - Status – refers to status of appointment (*employment status not Civil Status*) – Permanent
 - 17 - Civil Service Eligibility (*PBET, LET, RA 1080*)

3. Appointments involved in chain promotions, reclassified positions and extension position items allocated to concerned district/ schools should be reflected with their correct item numbers. **There should be ten (10) names only per page, double spaced.** Position titles should be in Roman Numeral, e.g. Teacher II, Teacher III, Master Teacher II, School Principal I, II, III, IV, etc.
4. Swapped/ transferred teachers within the division and from other divisions if any, should be indicated with their corresponding item numbers, after which write in pencil names of former incumbents in the case of chain/ promotional appointments at the left side space opposite the updated name of incumbent for tracking purposes. Districts should also include the school Principal I Position and data of such incumbent reassigned to their district.
5. Deadline for submission will be on or before MARCH 16, 2018.
6. For guidance and compliance.

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

TEACHERS

ADMINISTRATORS

EMPLOYEES

PLANTILLA