



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet

Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph



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Revision: 01

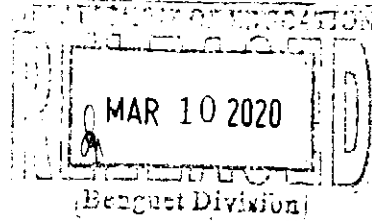
Effectivity date: 09-10-2019


DIVISION MEMO NO. 065 s. 2019

Name of Office:
OSDS-Personnel Section

TO: PSDSs/PSDCPs
 Heads of Secondary Schools
 SDO Staff Concerned

DATE: March 6, 2020



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

SUBJECT: WORKSHOP RE NOTICE OF SALARY ADJUSTMENT (NOSA) PREPARATION PURSUANT TO NBC NO. 579, s. 2020, DATED JANUARY 24, 2020, PREPARATION OF PSIPOP STAFFING PLAN AND REORIENTATION ON UPDATING WEB-BASED PSIPOP

1. SDO through the OSDS-Personnel Section will conduct a two-day workshop on the preparation of Notices of Salary Adjustment (NOSAs) in connection with the First Tranche of the Modified Schedule for Civilian Personnel in the National Government pursuant to R. A. No. 11466, Preparation of PSIPOP Staffing Plan and reorientation on Updating Web-Based PSIPOP on March 19 - 20, 2020 (Friday) at the Adivay Hall, 3/F SDO, Wangal, La Trinidad, Benguet. Registration starts at 8:00 AM.
2. The activity aims to:
 - a. Employ clarity to participants in the interpretation of procedural guidelines, rules and regulations and internal policies prescribed in the implementation of the First Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government and the grant of additional benefits stipulated in RA 11466..
 - b. Provide assistance to participants in the preparation of NOSAs using the New Salary Schedule in Annex "A" and the prescribed format marked as Annex "B-1".
 - c. Orient participants to have knowledge and comply with the standards on the preparation of the PSIPOP Staffing Plan using the pro-formatted template.
 - d. Submit PSIPOP Staffing Plan per school, per district, per SDO to the Planning Office and HRDS for perusal.
 - e. Inform/remind participants on updates/concerns related to personnel matters.
3. Participants to the orientation workshop are 28 from the 14 districts, (1 PSDS/CP and 1 personnel Incharge of NOSA/Plantilla preparation) and who in turn can assist co-school heads, 46 Heads/Secondary PSIPOP USERS. **List of Participants is on Annex A.**

No. of Pax: = 80

- | | |
|---------------------------|----|
| a. 14 districts X 2 | 28 |
| b. Secondary PSIPOP USERS | 46 |
| c. SDS/ASDS | |
| d. AO V (Admin) | |
| e. HRMO | |
| f. Personnel Section | |

4. Participants are requested to bring laptop and other needed references to be used during the workshop.



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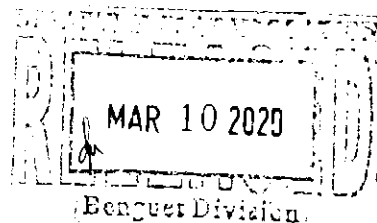
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5. In the event that there are participants who could not "possibly" attend, a replacement must be sent because every Pax is accounted for and the learnings derived from the activity matters.
6. 2 Lunch, 2 AM and 2 PM snacks shall be provided from SDO funds while travelling expenses of participants shall be charged to local funds subject to the accounting and COA rules and regulations.
7. Dissemination of this Memo is enjoined.

OSDS/sue/hrma/personnel



Workshop Re Notice of Salary Adjustment (NOSA) Preparation Pursuant to NBC No. 579, 2. 2020 dated January 4, 2020; Preparation of PSIPOP Staffing Plan and Reorientation on Updating Web-based PSIPOP

LIST OF PARTICIPANTS

A. 14 districts (1 PSDS/CP and 1 personnel in charge of NOSA)

	DISTRICT	PSDS/CP		Personnel In charge of NOSA
1	Atok	Aladin M. Dobinto	15	
2	Bakun	Virginia B. Salio-an	16	
3	Bokod	Herminia M. Osting	17	
4	Buguias	Melchor C. Tican	18	
5	Itogon I	Joseph A. Pacpaco	19	
6	Itogon II	William D. Abance	20	
7	La Trinidad	Rosita T. Dayag	21	
8	Kabayan	Simon T. Backian	22	
9	Kapangan	Molly M. Ablaza	23	
10	Kibungan	Jonathan G. Sadey	24	
11	Mankayan	Ludinia A. Sano-an	25	
12	Sablan	Marcelino S. Baldo	26	
13	Tuba	Delarosa V. Delmas	27	
14	Tublay	Ambrosio T. Atew	28	

B. SECONDARY PSIPOP USERS

	SECONDARY SCHOOLS
1	Alejo M. Pacaiso Memorial National High School
2	Ampucao National High School
3	Loacan National High School
4	Ampusongan National High School
5	Atok National High School
6	Camp 30 National High School
7	Bakun National High School
8	Benguet National High School
9	La Trinidad National High School
10	Eastern La Trinidad National High School
11	Binga National High School
12	Bokod National High School
13	Buguias National High School
14	Catlubong National High School
15	Loo National High School
16	Evelio Javier Memorial National High School
17	Laurencio Fianza National High School
18	Fianza Memorial National High School-Tinongdan
19	Guinaoang National High School
20	Kamora National High School
21	Adaoay National High School
22	Tawangan-Lusod National High School
23	Kapangan National High School
24	Kapangan Central National High School

SECONDARY SCHOOLS	
25	Kibungan National High School
26	Tacadang National High School
27	Lepanto National High School
28	Madaymen National High School
29	Tabio National High School
30	Balili National High School
31	Mankayan National High School
32	Cordillera Regional Science High School
33	Bulalacao National High School
34	Sablan National High School
35	Sinipsip National High School
36	Bangao National High School
37	Tuba National High School, Nangalisan
38	Tuba Central National High School
39	Taloy Sur National High School
40	Twin Peaks National High School
41	Gov. Bado Dangwa Agro-Industrial School
42	Tublay School Of Home Industries
43	Bedbed National High School
44	Cabiten National High School
45	Daklan National High School
46	Tublay National Trade High School

C. SDO Personnel

	NAME OF OFFICE	NAME
1	Office of the Schools Division Superintendent	Benilda M. Daytaca
2	Administrative Office	Glenn N. Duguis
3	HRMO	Susan CJ Dawang
4	Personnel Section	Mel W. Alingbas
5	Personnel Section	Puriza D. Aguindang
6	Personnel Section	Francisco V. Bagul-lo, Jr.