

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Stockfarm, Wangal, La Trinidad, Benguet, 2601
Tel/Fax No.: (074) 422-6570; 422-2001




DIVISION MEMORANDUM

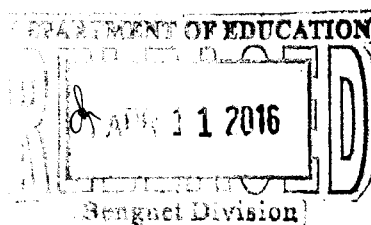
No. 066 s. 2016

TO: All Public Schools District Supervisors
School Principals of Secondary Schools

DATE: April 5, 2016

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

SUBJECT: NEW SCHEDULE FOR THE SUBMISSION OF PROPERLY
ACCOMPLISHED FORM 7 (MONTHLY REPORT OF SERVICE) AND
MONTHLY UPDATING OF PSIPOP (SECONDARY SCHOOLS)



1. The field is hereby informed that effective immediately, properly accomplished Form 7 indicating all information as to whether the employee **retired, resigned, on leave without pay, dropped from the rolls or transferred** shall now be submitted to the Schools Division Office of Benguet through the Records Section every **SECOND TO THE LAST WORKING DAY** of the month for submission to the Regional Payroll Services Unit (RPSU) the following day. e.g. For the Month of April Form 7 should be at the SDO by April 28, 2016, May Form 7 at the SDO by May 30, 2016, June Form 7 at the SDO by June 29, 2016 and so on and so forth.
2. Likewise, consistent with the electronic updating of the DepEd's Personal Services Itemization and Plantilla of Personnel (ePSIPOP) directly to the Government Manpower Information System (GMIS) which was rolled out by the Department of Budget and Management (DBM – CAR) to secondary schools and Division Offices last May 2012, all concerned are required to observe strict compliance in order not to pose negative effect.
3. Non-complying District Heads and Secondary School Principals in item 1 shall be dealt with accordingly and are subjected to the Commission on Audit's (COA) Rules and Regulations.
4. Be guided accordingly.

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

REPORT OF SERVICE ACCOUNTABLE OFFICERS ePSIPOP-GMIS

CC.- The Commission On Audit
DepEd SDO of Benguet