



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




DIVISION MEMORANDUM

No. 011. 2015

DATE : 26 January 2015

TO : All District Supervisors/Coordinating Principals

FROM : 
FEDERICO P. MARTIN, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF FY 2015 PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) BY DISTRICT**

1. The FY 2014 has ended. All district heads are hereby reminded to submit their 2015 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. 540, s. 2012.
 - 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
 - 13- TIN – indicate the accurate TIN based on the report furnished by the BIR.
 - 14- Date of original appointment
 - 15- Date of last promotion
 - 16- Status – refers to Permanent status (*employment status not Civil Status*)
 - 17- Civil Service Eligibility (*PBET, LET, RA 1080*)
3. Issued appointments involved in chain promotions, reclassified positions and extension position items allocated to concerned districts/schools should be reflected with their correct item numbers. **There should be ten (10) names only per page, double spaced.**
4. Swapped/transferred teachers within the division and from other divisions if any should be indicated with their corresponding item numbers. 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.
5. Deadline for submission in two (2) sets will be on or before February 27, 2015.
6. For guidance and compliance.

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

TEACHERS

ADMINISTRATORS

EMPLOYEES

PLANTILLA