



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
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Name of Office:
OSDS-Personnel

DATE : April 15, 2019

TO : All District Supervisors/ District Heads

APR 22 2019

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

SUBJECT : **SUBMISSION OF FY 2019 PERSONAL SERVICES ITEMIZATION AND
PLANTILLA OF PERSONNEL (PSIPOP) BY DISTRICT**

1. FY 2018 has ended. All the district heads are hereby reminded to submit their 2019 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. 575, s. 2019 dated March 25, 2019, effective January 1, 2019.
- 4 - Refers to the actual salary of the civilian incumbent of the position, inclusive of the step increment of teachers and non-teaching employees.
- 5 - Refers to the salary of the civilian 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 the 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 be reflected with their correct item numbers. There should be ten (10) names only per page, doubled spaced. Position titles should be in Roman Numeral, e.g. Teacher II, Teacher III, Master Teacher II, School Principal I, II, III, IV, etc. NOT Master Teacher 2, Teacher 3, Head Teacher 3, School Principal 3 and so on.

4. Swapped/ transferred teachers within the division and from other divisions/regions 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 Head Position and data of such incumbent reassigned to their district.

5. Deadline for submission will be on or before May 24, 2019.

6. For guidance and compliance.

To be indicated in the Perpetual Index

Under the following subjects:

TEACHERS ADMINISTRATORS EMPLOYEES PLANTILLA