

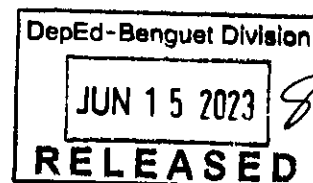


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

June 15, 2023

DIVISION MEMORANDUM  
No. 140 s. 2023

TO: All Public Schools District Supervisor  
All Coordinating Principals  
All Public Secondary School Heads  
All others Concerned



**IMMEDIATE UPDATING OF THE SECONDARY PERSONAL SERVICES  
ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)**

1. It was noted that with the number of promotions through natural vacancy and reclassification of positions, the Plantilla of Secondary Schools are not yet updated to date, including updating of Step Increments. In this connection, all designated school personnel in charge of plantilla for Secondary in updating their respective PSIPOP are directed to comply and upload until 5:00 PM today.
2. The constant updating of PSIPOP will serve as the basis in determining the Personnel Services (PS) budgetary requirements of the Department. Thus, this matter shall be given the utmost priority.
3. All Secondary School Heads are required to generate and print the updated PSIPOP and submit it at the SDS office on June 17, 2023 from 8:00 AM to 12:00 PM.
4. The concerted cooperation of all concerned in compliance with this notable issue is earnestly sought.

**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT

**LUCIO B. ALAWAS**  
CES, Schools Governance and Operations Division  
Officer In Charge

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