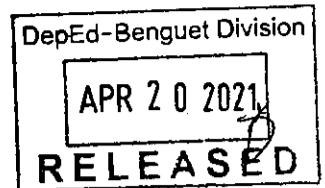





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



DIVISION MEMO NO. 125 s. 2021

TO: All District Supervisors/Coordinating Principals
Personnel In Charge of PSIPOP

DATE: April 16, 2021

FROM:  GLORIA B. BUYA-AO
Schools Division Superintendent

SUBJECT: SUBMISSION OF DISTRICT 2021 FISCAL YEAR PERSONAL SERVICES
ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)

1. Fiscal Year 2020 has ended. All district heads are hereby reminded to submit their 2021 PSIPOP with the necessary corrections and/or updated data of each personnel.
2. The PSIPOP should be reviewed and accomplished with utmost care per Column.
 - 1 – Refers to the unique item number of the position. (Not to be altered/modified or revised)
 - 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 of the first step of the salary grade allocation using the salary base pay schedule in NBC No. 584, dated January 6, 2021.
 - 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 refer to the geographical location of the position.
 - 8 – Refers to the level of the position in the organization as KEY, TECHNICAL, SUPPORT TO TECHNICAL AND ADMINISTRATIVE.
 - 9 – P/A/P Attribution refer to the functional grouping of the position based on the approved program/activity/project structure.
 - 10 – Name of Incumbent – indicate full names as: LAST NAME, FIRST NAME, MIDDLE NAME should be spelled out, instead of middle initials only.

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- 11 – SEX: MALE/FEMALE
12 – Date of Birth (PSA validated)
- 13 – TIN (write correctly)
14 – Date of 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 appointed)
16 – STATUS – refers to status of appointment (PERMANENT) no Civil Status.
17 – Civil Service Eligibility – PBET/LET/RA 1080/CS PROF/CS SUB Prof, etc.
3. Appointments involved in chain promotions, reclassified and extension position items allocated to concerned districts/schools should be reflected with their correct item numbers. Position Titles should be in Roman Numeral, e.g Teacher III, Master Teacher II, School Principal III, etc.
4. Swapped/transferred teachers within the division and from other divisions if any, should be indicated with their corresponding item numbers. District Plantilla should include the School Principal and/or Public Schools District Supervisor and data of such incumbent reassigned/deployed to their district.
5. One (1) copy only of District PSIPOP is requested for submission on or before April 30, 2021.
6. For information, guidance and compliance.

OSDS/admin/personnel/hrmo/psipop

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