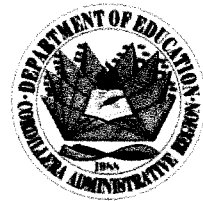




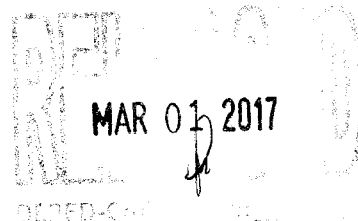
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



February 21, 2017

REGIONAL MEMORANDUM  
No. 069.2017



**REORIENTATION MEETING/WORKSHOP ON UPDATING THE WEB-BASED PSIPOP**

TO: Schools Division Superintendents  
Secondary School Principals/School Heads

1. A reorientation meeting/workshop on updating the **Web-based Personal Services Itemization and Plantilla of Personnel (PSIPOP)** of secondary schools and those under the Schools Division Offices, will be conducted on March 21-24, 2017 at the NEAP-CAR, DepED-CAR Regional Office, Wangal, La Trinidad Benguet.
2. The meeting/workshop aims to update the **personnel in-charge of the PSIPOPs** with regards to the details in the Plantilla of Personnel to ensure compliance with the timely updating and uploading of the web-based PSIPOP.
3. Participants to the meeting/workshop shall be the designated **end-users** and **approvers** of the PSIPOP of the Secondary Schools, Elementary Schools, Kindergarten and the SDO Proper.
4. The workshop shall be facilitated and participated in by the following:

| <u>DIVISION/SCHOOL/OFFICE</u>        | <u>NO.</u> | <u>PARTICIPANTS</u>     |
|--------------------------------------|------------|-------------------------|
| 1. 8 Schools Division Offices        | 16         | end-users and approvers |
| 2. 43 Implementing Units (Sec. Sch.) | 86         | end-users and approvers |
| 3. Secondary Schools (Non-IUs)       |            |                         |
| a. Abra                              | 28         | end-users               |
| b. Apayao                            | 19         | end-users               |
| c. Benguet                           | 31         | end-users               |
| d. Ifugao                            | 25         | end-users               |
| e. Kalinga                           | 22         | end-users               |
| f. Mt. Province                      | 53         | end-users               |
| g. Tabuk City                        | 12         | end-users               |
| h. Baguio City                       | 16         | end-users               |
| 4. Administrative Division           | 10         |                         |
| 5. Finance Division                  | 2          |                         |
| 6. DBM – CAR                         | 2          |                         |
| 7. ORD – ICT                         | 3          |                         |
| 8. ORD                               | 2          |                         |

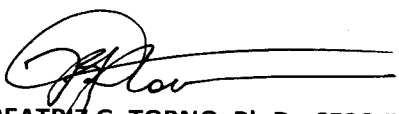
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**Contact Numbers (Area Code: 074):**

|                                 |          |                         |          |                  |          |        |          |
|---------------------------------|----------|-------------------------|----------|------------------|----------|--------|----------|
| Office of the Regional Director | 422-1318 | Administrative Division | 422-1804 | CLMD             | 422-7096 | HRDD   | 422-9590 |
| Fax                             | 422-4074 | Cash Section            | 423-2215 | LRMDS            | 422-0615 | NEAP-R | 422-5500 |
| Office of the ARD               | 422-9590 | Payroll Section         | 424-3993 | ESSD             | 423-2218 | PPRD   | 422-9590 |
| ICT Unit                        | 422-1318 | Records Section         | 423-2213 | Finance Division | 422-5155 | QuAD   | 422-5187 |
| Public Affairs Unit             | 422-1318 | Supply Section          | 422-2198 | FTAD             | 424-5187 | COA    | 422-7434 |
| Legal Unit                      | 423-2214 | General Services Unit   | 422-1804 |                  |          |        |          |

Participants should bring their own laptops during the workshop, as well as other portable internet connection (smart bro, phone, tablet, etc.) if any.

- 5. Expenses for the workshop including 1 lunch and 2 snacks of participants shall be charged against Regional Office funds. Travelling expenses and accommodation shall be charged against local funds.
- 6. Please be guided accordingly.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
Officer In-Charge  
Office of the Regional Director

ETA/CDAD/ea/ect

**Contact Numbers (Area Code: 074):**

|                                 |          |                         |          |                  |          |        |          |
|---------------------------------|----------|-------------------------|----------|------------------|----------|--------|----------|
| Office of the Regional Director | 422-1318 | Administrative Division | 422-1804 | CLMD             | 422-7096 | HRDD   | 422-9590 |
| Fax                             | 422-4074 | Cash Section            | 423-2215 | LRMDS            | 422-0615 | NEAP-R | 422-5500 |
| Office of the ARD               | 422-9590 | Payroll Section         | 424-3993 | ESSD             | 423-2218 | PPRD   | 422-9590 |
| ICT Unit                        | 422-1318 | Records Section         | 423-2213 | Finance Division | 422-5155 | QuAD   | 422-5187 |
| Public Affairs Unit             | 422-1318 | Supply Section          | 422-2198 | FTAD             | 424-5187 | COA    | 422-7434 |
| Legal Unit                      | 423-2214 | General Services Unit   | 422-1804 |                  |          |        |          |

**MT. PROVINCE DIVISION:**

| No. | NAME OF SCHOOL       | No. of<br>Partici-<br>pants | No. | NAME OF SCHOOL          | No. of<br>Partici-<br>pants |
|-----|----------------------|-----------------------------|-----|-------------------------|-----------------------------|
| 1   | ABATAN NHS           | 1                           | 32  | LIAS NHS                | 1                           |
| 2   | AGAWA NHS            | 1                           | 33  | LUBON NHS               | 1                           |
| 3   | ALBAGO NHS           | 1                           | 34  | MABAAY NHS              | 1                           |
| 4   | AM-AM NHS            | 1                           | 35  | MASLA NHS               | 1                           |
| 5   | ANONAT NAVHS         | 1                           | 36  | MPGCHS                  | 2                           |
| 6   | ANTADAO NHS          | 2                           | 37  | MT. DATA NHS            | 1                           |
| 7   | BACARRI NTAHS        | 2                           | 38  | NAMATEC NHS             | 1                           |
| 8   | BAGNEN NHS           | 1                           | 39  | NATONIN NHS             | 2                           |
| 9   | BALAOA NHS           | 1                           | 40  | OTUCAN-BILA NHS         | 1                           |
| 10  | BALUGAN NHS          | 1                           | 41  | PALITOD NHS             | 1                           |
| 11  | BANAO NHS            | 1                           | 42  | PANABUNGEN SATHI        | 2                           |
| 12  | BANAWEL NHS          | 1                           | 43  | PARACELIS NHS           | 1                           |
| 13  | BANGAAN NHS          | 1                           | 44  | PINGAD NHS              | 1                           |
| 14  | BANGUITAN NHS        | 1                           | 45  | SABANGAN NHS            | 1                           |
| 15  | BANSA NHS            | 1                           | 46  | SACLIT NHS              | 1                           |
| 16  | BARLIG NHS           | 1                           | 47  | SADANGA NHS             | 1                           |
| 17  | BELWANG NHS          | 1                           | 48  | SAGADA NHS              | 1                           |
| 18  | BESAO NHS            | 1                           | 49  | SALIOK NHS              | 1                           |
| 19  | BETWAGAN NHS         | 1                           | 50  | SAN RAFAEL NHS          | 1                           |
| 20  | BUNGA NHS            | 1                           | 51  | SUYO NHS (ANKILENG NHS) | 1                           |
| 21  | BURINGAL NHS         | 1                           | 52  | TADIAN SAT              | 2                           |
| 22  | BUTIGUE NHS          | 1                           | 53  | TALUBIN NHS             | 1                           |
| 23  | CAGUBATAN NHS        | 1                           | 54  | TAMBOAN NHS             | 1                           |
| 24  | DACUDAC NHS          | 1                           | 55  | TAPAPAN NHS             | 1                           |
| 25  | DALICAN NHS          | 1                           | 56  | TIPUNAN NHS             | 1                           |
| 26  | DATA NHS             | 1                           | 57  | TUCUCAN NHS             | 1                           |
| 27  | EASTERN BONTOC NAVHS | 2                           | 58  | STA. ISABEL NHS         | 1                           |
| 28  | GUINAANG NHS         | 1                           | 59  | SUBABA NHS              | 1                           |
| 29  | GUINZADAN NHS        | 2                           | 60  | PARACELIS TVHS          | 1                           |
| 30  | KADACLAN NHS         | 1                           | 61  | BUNGA NHS               | 1                           |
| 31  | LESEB NHS            | 1                           | 62  | DIVISION OFFICE PROPER  | 2                           |
|     |                      | 35                          |     |                         | 36                          |

MARCH 23, 2017

ABRA DIVISION:

| No. | NAME OF SCHOOL            | No. of Participants | No. | NAME OF SCHOOL           | No. of Participants |
|-----|---------------------------|---------------------|-----|--------------------------|---------------------|
| 1   | ABAS HS                   | 1                   | 18  | MATARAGAN NAHS           | 2                   |
| 2   | ABRA HS                   | 2                   | 19  | NORTHERN ABRA NHS        | 2                   |
| 3   | BAAY NHS                  | 1                   | 20  | PANGTOD NHS              | 1                   |
| 4   | BOLBOLO NHS               | 1                   | 21  | PILAR RHS                | 2                   |
| 5   | BOLINEY NHS               | 1                   | 22  | PULOT NHS                | 1                   |
| 6   | CAGANAYAN NHS             | 1                   | 23  | QUIDAOEN NHS             | 1                   |
| 7   | CAPITAN NHS               | 1                   | 24  | ROSALIO EDUARTE NHS      | 1                   |
| 8   | CAYAPA NHS                | 1                   | 25  | SAN ISIDRO NHS           | 1                   |
| 9   | CHRISTINA G. GONZALES MHS | 2                   | 26  | SAN JOSE CATAACDEGAN NHS | 1                   |
| 10  | DALIT NHS                 | 1                   | 27  | SAN QUINTIN NHS          | 1                   |
| 11  | DILONG NHS                | 1                   | 28  | SUPO NHS                 | 1                   |
| 12  | DUGONG NHS                | 1                   | 29  | SUYO NHS                 | 1                   |
| 13  | GADDANI NHS               | 1                   | 30  | TAGODTOD NHS             | 1                   |
| 14  | LANGIDEN NHS              | 1                   | 31  | TEIMPO NHS               | 1                   |
| 15  | LUL-LUNO NHS              | 1                   | 32  | TINEG NHS                | 1                   |
| 16  | LUZONG NHS                | 1                   | 33  | WESTERN ABRA NHS         | 1                   |
| 17  | MARC YSRAEL MNHS          | 1                   | 34  | Division Office Proper   | 2                   |
|     |                           | 19                  |     |                          | 21                  |

APAYAO DIVISION:

|    |  |    |    |                                   |    |
|----|--|----|----|-----------------------------------|----|
| 1  | ALLIG NHS  | 1  | 13 | MATAGUSI CHS                      | 1  |
| 2  | APAYAO NATIONAL INDUSTRIAL AGRICULTURAL HIGH SSCHOOL | 2  | 14 | MAYOR BARTOLOME SERUT NA&THS      | 1  |
| 3  | APAYAO SHS   | 1  | 15 | MAYOR GUILLERMO BARSATAN SAT      | 1  |
| 4  | BACDA NHS  | 1  | 16 | MAYOR RICARDO de SAN JOSE Sr. CHS | 1  |
| 5  | CALANASAN NHS  | 1  | 17 | PIO DA LIM SAT                    | 1  |
| 6  | CONNER CENTRAL NHS                                   | 2  | 18 | PUDTOL NVHS                       | 1  |
| 7  | CONNER NHS   | 1  | 19 | SAN FRANCISCO NHS                 | 1  |
| 8  | FLORA NHS  | 2  | 20 | SIPA-IMELDA NHS                   | 1  |
| 9  | GOV. BENJAMIN LEGUIAB Sr. MNHS                       | 1  | 21 | STA. MARCELA NHS (BAROCBOC NHS)   | 1  |
| 10 | KABUGAO AIHS   | 1  | 22 | SWAN AGR'L THS                    | 1  |
| 11 | LUNA NHS   | 1  | 23 | DIVISION OFFICE PROPER            | 1  |
| 12 | MARAG VALLEY A&THS                                   | 1  |    |                                   | 1  |
|    |  | 15 |    |                                   | 12 |

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**SCHEDULE and NUMBER OF PARTICIPANTS BY DIVISION to the  
REORIENTATION MEETING/WORKSHOP ON UPDATING OF WEB-BASED PSIPOP**

MARCH 21-24, 2017

| MARCH 21, 2017    |                         |                             |     |                                |                             |
|-------------------|-------------------------|-----------------------------|-----|--------------------------------|-----------------------------|
| BENGUET DIVISION: |                         |                             |     |                                |                             |
| No.               | NAME OF SCHOOL          | No. of<br>Partici-<br>pants | No. | NAME OF SCHOOL                 | No. of<br>Partici-<br>pants |
| 1                 | ADAOAY NHS              | 1                           | 22  | KAMORA NHS                     | 2                           |
| 2                 | ALEJO MPMNHS            | 2                           | 23  | KAPANGAN CENTRAL NHS           | 1                           |
| 3                 | AMPUCAO NHS             | 1                           | 24  | KAPANGAN NHS                   | 1                           |
| 4                 | AMPUSONGAN NHS          | 1                           | 25  | KIBUNGAN NHS                   | 2                           |
| 5                 | ATOK NHS                | 2                           | 26  | LA TRINIDAD NHS                | 1                           |
| 6                 | BAKUN NHS               | 1                           | 27  | LAURENCIO FIANZA MNHS          | 1                           |
| 7                 | BALILI NHS              | 1                           | 28  | LEPANTO NHS                    | 2                           |
| 8                 | BANGAO NHS              | 1                           | 29  | LOO NHS                        | 1                           |
| 9                 | BEDBED NHS              | 1                           | 30  | MANKAYAN NHS                   | 2                           |
| 10                | BENGUET NHS             | 2                           | 31  | MADAYMEN NHS                   | 1                           |
| 11                | BINGA NHS               | 1                           | 32  | CORDILLERA REGIONAL SCIENCE HS | 1                           |
| 12                | BOKOD NHS               | 1                           | 33  | SABLAN NHS                     | 1                           |
| 13                | BUGUIAS NHS             | 2                           | 34  | SINIPSIP NHS                   | 1                           |
| 14                | BULALACAO NHS           | 1                           | 35  | TACADANG NHS                   | 1                           |
| 15                | CABITIN NHS             | 1                           | 36  | TALOY SUR NHS                  | 1                           |
| 16                | CATLUBONG NHS           | 1                           | 37  | TAWANGAN-LUSOD NHS             | 1                           |
| 17                | EASTERN LA TRINIDAD NHS | 1                           | 38  | TUBA CENTRAL NHS               | 1                           |
| 18                | EVELIO JAVIER NHS       | 1                           | 39  | TUBA NHS - Nangalisan          | 2                           |
| 19                | FIANZA MNHS -Tinogdan   | 1                           | 40  | TUBLAY SHI                     | 2                           |
| 20                | GBDAIS                  | 2                           | 41  | TWIN PEAKS NHS                 | 1                           |
| 21                | GUINAOANG NHS           | 1                           | 42  | LOACAN NHS                     | 1                           |
|                   |                         |                             | 43  | DIVISION OFFICE PROPER         | 2                           |
|                   |                         | 26                          |     |                                | 29                          |
| IFUGAO DIVISION:  |                         |                             |     |                                |                             |
| 1                 | AGUINALDO NHS           | 1                           | 17  | KALANGUYA NHS                  | 1                           |
| 2                 | ASIPULO NHS             | 1                           | 18  | KIANGAN NHS                    | 1                           |
| 3                 | AYANGAN NAVS            | 1                           | 19  | LAGAWE NHS                     | 1                           |
| 4                 | BANAUE NHS              | 2                           | 20  | LAWIG NHS                      | 2                           |
| 5                 | BANGBANG NHS            | 1                           | 21  | MAYOYAO NHS                    | 2                           |
| 6                 | CABA NHS                | 1                           | 22  | MONGLIT LIGMAYAO NHS           | 1                           |
| 7                 | CAMANDAG NHS            | 1                           | 23  | NAMILLANGAN NHS                | 2                           |
| 8                 | CARAGASAN NHS           | 1                           | 24  | POTIA NHS (PINTO NHS)          | 1                           |
| 9                 | DANGGO NHS              | 1                           | 25  | RUFINO I. CHUNGALAO SHS        | 1                           |
| 10                | EASTERN POTIA NHS       | 1                           | 26  | SOUTHERN HINGYON NHS           | 1                           |
| 11                | GOHANG NHS              | 1                           | 27  | STA. MARIA NHS                 | 2                           |
| 12                | HALIAP NHS              | 1                           | 28  | TINOC NHS                      | 1                           |
| 13                | HAPID NHS               | 1                           | 29  | TULAED NHS                     | 1                           |
| 14                | HINGYON NHS             | 2                           | 30  | UBAO NHS                       | 1                           |
| 15                | HUNGDUAN NHS            | 1                           | 31  | Natcak NHS                     | 1                           |
| 16                | IFUGAO PROVINCAL SHS    | 1                           | 32  | DIVISION OFFICE PROPER         | 2                           |
|                   |                         | 18                          |     |                                | 21                          |

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MARCH 24, 2017

**TABUK CITY DIVISION:**

| No. | NAME OF SCHOOL  | No. of Participants | No. | NAME OF SCHOOL         | No. of Participants |
|-----|-----------------|---------------------|-----|------------------------|---------------------|
| 1   | KALINGA NHS     | 2                   | 9   | EASTERN KALINGA NHS    | 1                   |
| 2   | AGBANAWAG NHS   | 1                   | 10  | NAMBARAN AINHS         | 1                   |
| 3   | BADO DANGWA NHS | 1                   | 11  | NAMBUCAYAN NHS         | 1                   |
| 4   | BALAWAG NHS     | 1                   | 12  | NANENG NHS             | 1                   |
| 5   | BALONG NHS      | 1                   | 13  | NEW TANGLAG NHS        | 1                   |
| 6   | BULO BHS        | 1                   | 14  | TABUK NHS              | 2                   |
| 7   | CALLACAD HS     | 1                   | 15  | TUGA NHS               | 2                   |
| 8   | CUDAL NHS       | 1                   | 16  | DIVISION OFFICE PROPER | 2                   |
|     |                 | 9                   |     |                        | 11                  |

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**BAGUIO CITY DIVISION:**

|    |                       |    |    |                        |    |
|----|-----------------------|----|----|------------------------|----|
| 1  | BAGUIO CITY NHS       | 2  | 11 | MIL-AN NHS             | 1  |
| 2  | BAKAKENG NHS          | 1  | 12 | PINES CITY NHS         | 2  |
| 3  | DOMINICAN-MIRADOR NHS | 1  | 13 | PINGET NHS             | 1  |
| 4  | DOÑA AURORA NHS       | 1  | 14 | PINSAO NHS             | 1  |
| 5  | GUISAD VALLEY NHS     | 1  | 15 | QUEZON HILL NHS        | 1  |
| 6  | HAPPY HALLOW NHS      | 1  | 16 | RIZAL NHS              | 1  |
| 7  | IRISAN NHS            | 2  | 17 | ROXAS NHS              | 1  |
| 8  | JOAQUIN SMITH NHS     | 1  | 18 | SAN VICENTE NHS        | 1  |
| 9  | LINDAWAN NHS          | 1  | 19 | STO. TOMAS NHS         | 1  |
| 10 | MAGSAYSAY NHS         | 1  | 20 | DIVISION OFFICE PROPER | 2  |
|    |                       | 12 |    |                        | 12 |

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**KALINGA DIVISION:**

|    |                   |    |    |                        |    |
|----|-------------------|----|----|------------------------|----|
| 1  | ALLAGUIA NHS      | 1  | 15 | MANANIG NHS            | 1  |
| 2  | ASIBANGLAN NHS    | 1  | 16 | PASIL NHS              | 1  |
| 3  | BALBALAN AIS      | 2  | 17 | PINUKPUK VS            | 2  |
| 4  | BANGAD NHS        | 1  | 18 | RIZAL NSAT             | 2  |
| 5  | BATONG BUHAY NHS  | 1  | 19 | SOCBOT NHS             | 1  |
| 6  | CAL-OWAN NHS      | 1  | 20 | SOUTHERN TINGLAYAN NHS | 1  |
| 7  | CAMALOG NHS       | 1  | 21 | SUMADEL NHS            | 1  |
| 8  | CAWAGAYAN NHS     | 1  | 22 | TALOC TOC GCNHS        | 1  |
| 9  | CENTRAL PASIL NHS | 1  | 23 | TANUDAN NHS            | 1  |
| 10 | KINAMA NHS        | 1  | 24 | TANUDAN VHS            | 2  |
| 11 | LIMOS NHS         | 1  | 25 | TAPPO NHS              | 1  |
| 12 | LUBUAGAN NHS      | 1  | 26 | WESTERN KALINGA NHS    | 1  |
| 13 | MACUTAY-PALAO NHS | 1  | 27 | DIVISION OFFICE PROPER | 2  |
| 14 | MAGTOMA NHS       | 1  |    |                        |    |
|    |                   | 15 |    |                        | 17 |

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