



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

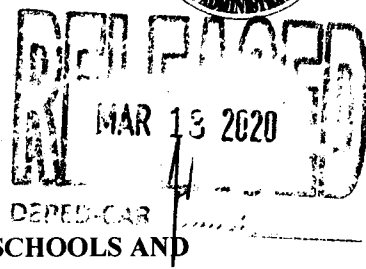
Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



March 12, 2020

REGIONAL MEMORANDUM

No. **087.2020**



WORKSHOP ON UPDATING THE PLANTILLA OF PERSONNEL OF SCHOOLS AND SCHOOLS DIVISION OFFICES

TO: Schools Division Superintendents
School Heads of Secondary Schools(Non-Implementing Units)
All Concerned

1. A workshop on updating the **Personnel Services Itemization and Plantilla of Personnel (PSIPOP)** of Secondary Schools (Non-Implementing Units), Elementary Schools and Schools Division Offices, will be conducted in three (3) batches at the NEAP-CAR, DepED-CAR Regional Office on April 20-24, 2020.
2. The workshop aims for the participants to accomplish the following:
 - a. updated the data in the School/Office Plantilla of Personnel and uploaded the PSIPOP to the DBM GMIS Website;
 - b. validated the data on filled and unfilled positions as of March 23, 2020;
 - c. Participants are oriented on the use of the Regional Plantilla of Personnel System
3. Participants to the workshop shall be the designated **end-users of Plantilla of Personnel of Secondary Schools (Non-IUs) and the end-user and approver from SDO Proper** who are in charge of the Plantilla of Personnel of Secondary Schools (Non-IUs), 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. Secondary Schools:		
a. Abra	30	end-users
b. Benguet	32	end-users
c. Mt. Province	52	end-users
d. Ifugao	25	end-users
e. Apayao	26	end-users
f. Kalinga	23	end-users
g. Tabuk City	12	end-users
h. Baguio City	17	end-users
3. Administrative Division	9	
4. ORD – ICT	3	
	<u>245</u>	

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				




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5. Participants are reminded to bring the following:
 - a) **References/data** in editing the PSIPOP (i.e. personnel entitled to step increment, newly appointed/promoted/ personnel, etc.)
 - b) **Laptop/s, &** other portable internet connection device, if any
6. Expenses for the workshop including accommodation for one (1) night, and meals and snacks of participants shall be charged against Regional Office funds while travelling expenses of participants shall be charged against local funds. First meal to be served will be dinner of day 0 (arrival of participants) and last meal will be afternoon snacks of Day 1.
7. The schedule and number of participants by school and by division are in Annex A of this Memorandum.
8. Please be guided accordingly.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

ETA/ea


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Legal Unit	423-2214	General Services Unit	422-1804				

**PARTICIPANTS TO THE WORKSHOP ON UPDATING THE PLANTILLA OF PERSONNEL OF SCHOOLS AND SCHOOLS
DIVISION OFFICES
NEAP-CAR, WANGAL, LA TRINIDAD, BENGUET
APRIL 20-23, 2020**

No.	NAME OF SCHOOL	No. of Participants	No.	NAME OF SCHOOL	No. of Participants
Batch 1 : April 2-21, 2020					
A. ABRA DIVISION			B. BENGUET DIVISION		
1	ABAS HS	1	1	ADAOAY NHS	1
2	BAAY NHS	1	2	AMPUCAO NHS	1
3	BOLBOLO NHS	1	3	AMPUSONGAN NHS	1
4	BOLINEY NHS	1	4	BAKUN NHS	1
5	CAGANAYAN NHS	1	5	BALILI NHS	1
6	CAPITAN NHS	1	6	BANGAO NHS	1
7	CAYAPA NHS	1	7	BEDBED NHS	1
8	DALIT NHS	1	8	BINGA NHS	1
9	DILONG NHS	1	9	BULALACAO NHS	1
10	DUGONG NHS	1	10	CABITIN NHS	1
11	GADDANI NHS	1	11	CAMP 30 NHS	1
12	LANGIDEN NHS	1	12	CATLUBONG NHS	1
13	LUL-LUNO NHS	1	13	EASTERN LA TRINIDAD NHS	1
14	LUZONG NHS	1	14	EVELIO JAVIER NHS	1
15	MARC YSRAEL MNHS	1	15	FIANZA MNHS -Tinogdan	1
16	PANGTOD NHS	1	16	GUINAOANG NHS	1
17	PULOT NHS	1	17	KAPANGAN CENTRAL NHS	1
18	QUIDAOEN NHS	1	18	KAPANGAN NHS	1
19	ROSALIO EDUARTE NHS	1	19	LAURENCIO FIANZA MNHS	1
20	SAN ISIDRO NHS	1	20	MADAYMEN NHS	1
21	SAN JOSE CATADEGAN NHS	1	21	CORDILLERA REGIONAL SCIENCE HS	1
22	SAN QUINTIN NHS	1	22	SABLAN NHS	1
23	SUPO NHS	1	23	SINIPSIP NHS	1
24	SUYO NHS	1	24	TABIO NHS	1
25	TAGODTOD NHS	1	25	TACADANG NHS	1
26	TEIMPO NHS	1	26	TALOY SUR NHS	1
27	TINEG NHS	1	27	TAWANGAN-LUSOD NHS	1
28	WESTERN ABRA NHS	1	28	TUBA CENTRAL NHS	1
29	PEÑARRUBIA IS	1	29	TWIN PEAKS NHS	1
30	LA PAZ INTEGRATED SCHOOL	1	30	LOACAN NHS	1
31	DIVISION OFFICE PROPER	2	31	DAKLAN INTRGRAED SCHOOL	1
	TOTAL	32	32	TUBLAY NATIONAL TRADE HS	1
			33	DIVISION OFFICE PROPER	2
				TOTAL	34

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APRIL 20-23, 2020**

No.	NAME OF SCHOOL	No. of Participants	No.	NAME OF SCHOOL	No. of Participants
Batch 2: April 21-22, 2020					
A. MT. PROVINCE DIVISION					
1	ABATAN NHS	1	28	LESEB NHS	1
2	AGAWA NHS	1	29	LIAS NHS	1
3	ALBAGO NHS	1	30	LUBON NHS	1
4	AM-AM NHS	1	31	MABAAY NHS	1
5	ANKILENG NHS	1	32	MASLA NHS	1
6	ANONAT NAVHS	1	33	MT. DATA NHS	1
7	BAGNEN NHS	1	34	NAMATEC NHS	1
8	BALAOA NHS	1	35	OTUCAN-BILA NHS	1
9	BALUGAN NHS	1	36	PALITOD NHS	1
10	BANAO NHS	1	37	PARACELIS NHS	1
11	BANAWEL NHS	1	38	PARACELIS TVHS	1
12	BANGAAN NHS	1	39	PINGAD NHS	1
13	BANGUITAN NHS	1	40	SABANGAN NHS	1
14	BANSA NHS	1	41	SACLIT NHS	1
15	BARLIG NHS	1	42	SADANGA NHS	1
16	BELWANG NHS	1	43	SAGADA NHS	1
17	BESAO NHS	1	44	SALIOK NHS	1
18	BETWAGAN NHS	1	45	SAN RAFAEL NHS	1
19	BUNGA NHS	1	46	STA. ISABEL NHS	1
20	BURINGAL NHS	1	47	SUBABA NHS	1
21	BUTIGUE NHS	1	48	TALUBIN NHS	1
22	CAGUBATAN NHS	1	49	TAMBOAN NHS	1
23	DACUDAC NHS	1	50	TAPAPAN NHS	1
24	DALICAN NHS	1	51	TIPUNAN NHS	1
25	DATA NHS	1	52	TUCUCAN NHS	1
26	GUINAANG NHS	1	53	DIVISION OFFICE PROPER	2
27	KADACLAN NHS	1		TOTAL	54
B. IFUGAO DIVISION					
1	AGUINALDO NHS	1	15	KALANGUYA NHS	1
2	ASIPULO NHS	1	16	KIANGAN NHS	1
3	AYANGAN NAVS	1	17	LAGAWE NHS	1
4	BANGBANG NHS	1	18	MONGLIT LIGMAYAO NHS	1
5	CABA NHS	1	19	POTIA NHS (PINTO NHS)	1
6	CAMANDAG NHS	1	20	RUFINO I. CHUNGALAO SHS	1
7	CARAGASAN NHS	1	21	SOUTHERN HINGYON NHS	1
8	DANGGO NHS	1	22	TINOC NHS	1
9	EASTERN POTIA NHS	1	23	TULAED NHS	1
10	GOHANG NHS	1	24	UBAO NHS	1
11	HALIAP NHS	1	25	Natcak NHS	1
12	HAPID NHS	1	26	DIVISION OFFICE PROPER	2
13	HUNGDUAN NHS	1		TOTAL	27
14	IFUGAO PROVINCAL SHS	1			

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No.	NAME OF SCHOOL	No. of Participants	No.	NAME OF SCHOOL	No. of Participants
Batch 3: April 22-23, 2020					
A. APAYAO DIVISION			B. KALINGA DIVISION		
1	ALLIG NHS	1	1	ALLAGUIA NHS	1
2	APAYAO SHS	1	2	ASIBANGLAN NHS	1
3	BACDA NHS	1	3	BANGAD NHS	1
4	CALANASAN NHS	1	4	BATONG BUHAY NHS	1
5	CONNER NHS	1	5	CAL-OWAN NHS	1
6	GOV. BENJAMIN LEGUIAB Sr. MNHS	1	6	CAMALOG NHS	1
7	KABUGAO AIHS	1	7	CAWAGAYAN NHS	1
8	LUNA NHS	1	8	CENTRAL PASIL NHS	1
9	MARAG VALLEY A&THS	1	9	KINAMA NHS	1
10	MATAGUSI CHS	1	10	LIMOS NHS	1
11	MAYOR BARTOLOME SERUT NA&THS	1	11	LUBUAGAN NHS	1
12	MAYOR GUILLERMO BARSATAN SAT	1	12	MACUTAY-PALAO NHS	1
13	MAYOR RICARDO de SAN JOSE Sr. CHS	1	13	MAGTOMA NHS	1
14	PIO DA LIM SAT	1	14	MANANIG NHS	1
15	PUDTOL NVHS	1	15	PASIL NHS	1
16	SAN FRANCISCO NHS	1	16	SOCBOT NHS	1
17	SIPA-IMELDA NHS	1	17	SOUTHERN TINGLAYAN NHS	1
18	STA. MARCELA NHS (BAROCBOC NHS)	1	18	SUMADEL NHS	1
19	SWAN AGR'L THS	1	19	TALOCTOC GCNHS	1
20	GUINAANG NHS	1	20	TANUDAN NHS	1
21	ILI NHS	1	21	TAPPO VHS	1
22	TALIFUGO NHS	1	22	WESTERN KALINGA NHS	1
23	CONSUELO NHS	1	23	TINGLAYAN NHS	1
24	SACPIL NHS	1	24	DIVISION OFFICE PROPER	2
25	TUMOG NHS	1		TOTAL	25
26	TAWIT NHS	1			
27	DIVISION OFFICE PROPER	2			
	TOTAL	28			

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No.	NAME OF SCHOOL	No. of Participants	No.	NAME OF SCHOOL	No. of Participants
C. TABUK CITY DIVISION			D. BAGUIO CITY DIVISION:		
1	AGBANNAWAG NHS	1	1	BAKAKENG NHS	1
2	BADO DANGWA NHS	1	2	DOMINICAN-MIRADOR NHS	1
3	BALAWAG NHS	1	3	DOÑA AURORA NHS	1
4	BALONG NHS	1	4	GUISAD VALLEY NHS	1
5	BULO BHS	1	5	HAPPY HALLOW NHS	1
6	CALLACAD HS	1	6	JOAQUIN SMITH NHS	1
7	CUDAL NHS	1	7	LINDAWAN NHS	1
8	EASTERN KALINGA NHS	1	8	MAGSAYSAY NHS	1
9	NAMBARAN AINHS	1	9	MIL-AN NHS	1
10	NAMBUCAYAN NHS	1	10	PINGET NHS	1
11	NANENG NHS	1	11	PINSAO NHS	1
12	NEW TANLAG NHS	1	12	QUEZON HILL NHS	1
13	DIVISION OFFICE PROPER	2	13	RIZAL NHS	1
	TOTAL	14	14	ROXAS NHS	1
			15	SAN VICENTE NHS	1
			16	STO. TOMAS NHS	1
			17	BAGUIO CITY NATIONAL SCIENCE HS	1
			18	DIVISION OFFICE PROPER	2
				TOTAL	19