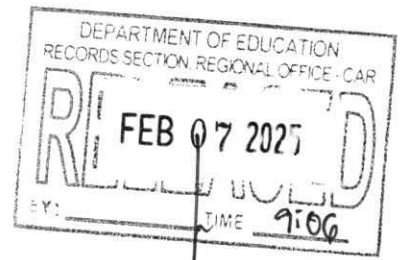




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



04 February 2025

REGIONAL MEMORANDUM
 No. 095 . 2025

MEETING-CUM-TECHNICAL ASSISTANCE TO SDOs ON RECONCILIATION OF PSIPOP, PMIS, AND STAFFING DATABASE AND OTHER HR RECORDS/ CONCERNS/ACTIONS

To: Schools Division Superintendents
 All Division HRMOs
 All Others Concerned

1. To ensure accurate and timely data reporting on filled and unfilled positions, as well as to streamline the processing of Equivalent Records Form (ERF) and position reclassifications, the Administrative Division - Personnel Section of the Regional Office will be conducting visits to the Schools Division Offices. The meeting will focus on providing technical assistance and addressing the following key Human Resource concerns:

- a. Reconciliation of PSIPOP, PMIS and Staffing data base
- b. Processing of Reclassification of Position
- c. Other HR Actions

2. SDO Personnel assigned to the specified HR concerns outlined in No. 1 are advised to meet with the monitoring team on the following scheduled date:

SDO	SCHEDULE	MONITORING TEAM
APAYAO	February 10 to 11, 2025	Maricel S. Codimdim, Dumas D. Aban, Sandra C. Tarem, Michael C. Aboc
TABUK CITY	February 12, 2025	Maricel S. Codimdim, Dumas D. Aban, Sandra C. Tarem, Michael C. Aboc
KALINGA	February 12, 2025	Maricel S. Codimdim, Dumas D. Aban, Sandra C. Tarem, Michael C. Aboc
ABRA	February 13 to 14, 2025	Maricel S. Codimdim, Dumas D. Aban, Sandra C. Tarem, Michael C. Aboc
BAGUIO	March 3, 2025	Maricel S. Codimdim, Dumas D. Aban, Tomasa B. Pis-o, Michael C. Aboc
BENGUET	March 4, 2025	Maricel S. Codimdim, Dumas D. Aban, Tomasa B. Pis-o, Michael C. Aboc
MT. PROVINCE	March 6, 2025	Maricel S. Codimdim, Dumas D. Aban, Tomasa B. Pis-o, Michael C. Aboc
IFUGAO	March 7, 2025	Maricel S. Codimdim, Dumas D. Aban, Tomasa B. Pis-o, Michael C. Aboc



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3. Travel Expenses of the Regional Office personnel shall be charged against Regional Office funds subject to the usual budgeting, accounting and auditing rules and regulations.

4. For more information, please contact the Administrative Division- Personnel Section, DepEd CAR Regional Office, through email at car.personnel@deped.gov.ph or through telephone number 422-1318.



ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/ Regional Director 

ASD/PS/msc