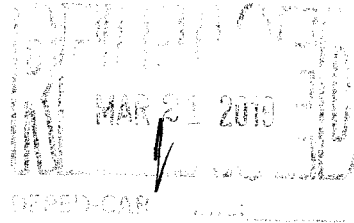




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet, 2601
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March 19, 2019

REGIONAL MEMORANDUM
No. ~~105-2019~~s. 2019

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

TO: Schools Division Superintendents
Secondary School Principals/School Heads


1. A 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 in four (4) batches on May 6-10, 2019 at the NEAP-CAR, DepED-CAR Regional Office, Wangal, La Trinidad Benguet.
2. The workshop aims to accomplish the consolidated data on filled and unfilled positions based on updated PSIPOP of schools and Schools Division Offices as of April 30, 2019.
3. Participants to the workshop shall be the designated end-users of **Plantilla of Personnel of Secondary Schools** and **end-users and approvers from the 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	34	end-users
b. Apayao	29	end-users
c. Benguet	44	end-users
d. Ifugao	31	end-users
e. Kalinga	26	end-users
f. Mt. Province	60	end-users
g. Tabuk City	15	end-users
h. Baguio City	20	end-users
3. Administrative Division	11	
4. ORD – ICT	1	
	<u>287</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				

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**, and 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 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/CDAD/ea/ect

Tracking Number:

NT3092932