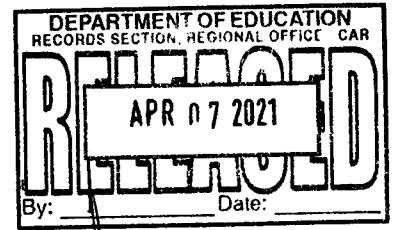




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



Office of the Regional Director

April 6, 2021

REGIONAL MEMORANDUM
 No. **141.2021**

ONLINE MEETING-WORKSHOP ON PSIPOP UPDATING

TO: Schools Division Superintendents
 School Heads of Secondary Schools
 All Others Concerned

1. An online meeting-workshop on updating the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) will be conducted in four (4) batches thru Microsoft Teams on April 13-16, 2021.
2. The workshop aims to achieve the following:
 - 2.1 update/reorient the participants on personnel actions (retirement, leave administration, reclassification, etc.)
 - 2.2 participants shall have updated the data in the School/Office Plantilla of Personnel and uploaded the PSIPOP to the DBM GMIS Website
 - 2.3 participants shall have validated the data on filled and unfilled positions as of March 30, 2021;
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 and Secondary Schools (IUs)** who are in charge of the updating the Plantilla of Personnel of Secondary Schools, Integrated 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/FACILITATORS</u>
1. 8 Schools Division Offices	16	8 end-users and 8 approvers
2. Secondary Schools:		
a. Abra	40	35 end-users; 5 approvers
b. Apayao	36	33 end-users, 3 approvers
c. Baguio City	29	22 end-users; 7 approvers
d. Benguet	62	48 end-users; 14 approvers
e. Ifugao	37	31 end-users, 6 approvers
f. Kalinga	34	30 end-users, 4 approvers
g. Mt. Province	70	60 end-users, 10 approvers
h. Tabuk City	19	16 end-users, 3 approvers
3. Consultants	2	Regional Director, OIC-Assistant Regional Director
4. Administrative Division	8	CAO, SAO, 6 Personnel Section Staff
5. RO ICTU	3	3 Personnel from ICTU
	356	
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5. The schedule and list of schools per Batch is in Annex A of this Memo;
6. SDO HRMOs are advised to email to estela.cerpedcar@gmail.com the names and details of the participants on or before April 12, 2021, using the following format:

Name of Participant	Position	Office/School	Contact No.	DepEd email address

7. SDO participants shall be allocated a mobile load card at P37.50 per hour of actual attendance to the activity chargeable against Regional Office funds.
8. Expenses on Meals and Snacks of Facilitators/Consultants to the workshop will be charged against Regional Office funds.
9. For information, guidance and compliance.


ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director


ETA/caa



ONLINE MEETING-WORKSHOP ON PSIPOP UPDATING

April 13-16, 2021

SCHEDULE AND LIST OF SCHOOLS PER BATCH OF ONLINE MEETINGS/WORKSHOPS

No.	SCHOOL/OFFICE	No. of Participants
BATCH 1:	April 13, 2021, 8:00AM-5:00 PM (Baguio City and Benguet)	
	Regional Office (RD, ARD, Admin Division & ICT Personnel)	13
	SDO Baguio City	2
	Secondary Schools:	
1	Dona Aurora National High School	1
2	Bakakeng National High School	1
3	Baguio City National High School-Fort del Pilar Annex	1
4	Happy Hollow National High School	1
5	Lindawan National High School	1
6	Rizal National High School	1
7	Roxas National High School	2
8	Magsaysay National High School	2
9	Pinsao National High School	1
10	Pinget National High School	1
11	Quezon Hill National High School	1
12	Dominican- Mirador National High School	1
13	Baguio City National High School-Hillside Annex	1
14	Baguio City High School - Main	1
15	Mil-an National High School	2
16	San Vicente National High School (Integrated Senior High School)	1
17	Sto. Tomas National High School	1
18	Irisan National High School	2
19	Pines City National High School	2
20	Joaquin Smith National High School	1
21	Baguio City National Science High School	2
22	Guisad Valley National High School	2
	Sub-total, Baguio City	31
	SDO Benguet	2
	Secondary/Integrated Schools:	
1	AMBIONG NATIONAL HIGH SCHOOL	1
2	Atok National High School	2
3	Camp 30 National High School	1
4	Ampusongan NHS - Main	1
5	Bakun National High School	1

No.	SCHOOL/OFFICE	No. of Participants
6	Bokod NHS-Main	2
7	Daklan National High School	1
8	Buguias NHS	2
9	Catubong National High School	1
10	Loo National High School	2
11	Sinipsip NHS-Main	1
12	Bangao NHS	1
13	Alejo M. Pacalso Memorial National High School	2
14	Loacan National High School	1
15	Binga National High School	1
16	Fianza Memorial National High School	1
17	Ampucao National High School	1
18	Laurencio Fianza NHS - Main	1
19	Kamora National High School	2
20	Adaoay National High School	1
21	Tawangan-Lusod NHS	1
22	Gov. Bado Dangwa Agro-Industrial School	2
23	Kapangan Central National High School (RA8839)	1
24	Kapangan National High School	1
25	Kibungan NHS	2
26	Tacadang NHS	1
27	Madaymen National High School	1
28	Benguet National High School-Main	2
29	Cordillera Regional Science High School	1
30	La Trinidad NHS	2
31	Eastern La Trinidad NHS	1
32	Bedbed NHS	1
33	Cabiten NHS (RA9087)	1
34	Guinaoang National High School	1
35	Lepanto NHS	2
36	Balili NHS-Main	1
37	Tabio NHS	1
38	Mankayan National High School	2
39	Bulalacao NHS	1
40	Sablan NHS	1
41	Evelio Javier Memorial NHS - Main	1
42	Tuba NHS (Nangalisan)	2
43	Taloy Sur NHS	1
44	Twin Peaks National High School	1
45	Tuba Central NHS	1
46	Tublay School of Home Industries-Main	2
47	Tublay National Trade High School	1
48	Datakan Integrated School	1
	Sub-total, Benguet	64
	Total Participants, Batch 1	108

No.	SCHOOL/OFFICE	No. of Participants
BATCH 2:	April 14, 2021, 8:00AM-5:00 PM (Abra and Apayao)	
	Regional Office (RD, ARD, Admin Division & ICT Personnel)	13
	SDO Abra	2
	Secondary/Integrated Schools:	
1	Caganayan NHS	1
3	Abra HS	2
4	Capitan NHS	1
5	Cristina B. Gonzales MHS	2
6	Dugong National High School	1
7	Pangtod NHS	1
8	Rosalio Eduarte NHS	1
9	MARC YSRAEL B. BERNOS MEMORIAL NATIONAL HIGH SCHOOL	1
10	Cayapa NHS	1
11	Tagodtod National High School	1
12	Lul-luno NHS	1
13	Luzong NHS	1
14	Suyo National High School	1
15	Bolbolo NHS	1
16	Dalit National High School	1
17	Pilar Rural High School	2
18	Abas NHS	1
19	Northern Abra NHS	2
20	Quidaoen NHS	1
21	Manabo NHS (San Jose Catacdegan NHS)	1
22	Gaddani NHS	1
23	Baay National High School	1
24	Mataragan NAS	2
25	Western Abra NHS	1
26	Dilong National High School	1
27	Supo NHS	1
28	Tiempo NHS	1
29	San Isidro NHS	1
30	Langiden NHS	1
31	San Quintin NHS	1
32	Boliney NHS	1
33	Pulot National High School	1
34	Tineg National High School	1
35	Peñarrubia Integrated School	1
36	La Paz Integrated School	1
	Sub-total, Abra	42

No.	SCHOOL/OFFICE	No. of Participants
	SDO Apayao	2
	Secondary Schools:	
1	CONSUELO NATIONAL HIGH SCHOOL	1
2	Guina-ang National High School	1
3	Ili National High School	1
4	Marag Valley Agr'l. and Trade HS	1
5	Mayor Bartolome Serut NATHS-Main	1
6	Musimut National High School	1
7	Sacpil National High School	1
8	San Francisco National Agricultural and Trade HS	1
9	Swan National Agricultural and Trade High School	1
10	Tawit National High School	1
11	Allig National Agricultural and Trade HS	1
12	Apayao National Industrial Agricultural High School	2
13	Apayao Science High Shool	1
14	BAC-DA National High School	1
15	Calanasan NHS	1
16	Conner Central NHS Main	2
17	Conner National HS	1
18	Cupis National High School	1
19	FLORA NATIONAL HIGH SCHOOL	2
20	Gov. Benjamin Leguiab Sr. Memorial NHS	1
21	Kabugao Agro-Ind'l. HS	1
22	Kabugao National High School	1
23	Luna National High School	1
24	Mataguisi Comp. HS Main	1
25	MAYOR GUILLERMO A. BARSATAN MEMORIAL SAT	1
26	Mayor Ricardo de San Jose, Sr. Comp. HS	1
27	Pio Dalim Memorial SAT Main	1
28	Pudtol Vocational High School	1
29	Sipa-Imelda NHS	1
30	Sta. Marcela NHS	1
31	Talifugo National High School	1
32	tanglagan national high school	1
33	Tumog National Agricultural and trade High School	1
	Sub-total, Apayao	38
	Total Participants, Batch 2	93

No.	SCHOOL/OFFICE	No. of Participants
BATCH 3:	April 15, 2021, 8:00AM-5:00 PM (Ifugao, Kalinga and Tabuk City)	
	Regional Office (RD, ARD, Admin Division & ICT Personnel)	13
	SDO Ifugao	2
	Secondary Schools:	
1	Caragasan NHS	1
2	Southern Hingyon NHS	1
3	Mungayang National High School	1
4	Caba National High School	1
5	Lagawe NHS	1
6	Mongilit Ligmayo NHS	1
7	Tulaed NHS	1
8	Danggo National High School	1
9	Aguinaldo NHS	1
10	Ubao National High School	1
11	Rufino I. Chungalao Science HS	1
12	Pinto NHS	1
13	Sta. Maria National High School	2
14	Asipulo National High School	1
15	Haliap NHS	1
16	Natcak NHS	1
17	Camandag NHS	1
18	Banaue National High School	2
19	Gohang NHS	1
20	Hingyon NHS	2
21	Hungduan National High School	1
22	Bangbang National High School	1
23	Kiangan NHS	1
24	Ayangan National Agricultural & Vocational HS	1
25	Hapid NHS	1
26	Ifugao Technical Vocational School	1
27	Ifugao Prov'l. Science HS	1
28	Lawig NHS (Main)	2
29	Mayoyao NHS	2
30	Tinoc NHS	1
31	Kalanguya NHS	1
32	Eastern Potia National High School	1
33	Namillangan NHS	2
	Sub-total, Ifugao	39

No.	SCHOOL/OFFICE	No. of Participants
	SDO Kalinga	2
	Secondary Schools:	
1	Balbalan National High school	1
2	Batong Buhay National High School	1
3	Tappo Vocational High School	1
4	Asibanglan National High School	1
5	Mananig National High School	1
6	Balbalan Agricultural and Industrial School	2
7	Western Kalinga National High School	1
8	Lubuagan National High School	1
9	Pasil National High School	1
10	Central Pasil National High School	1
11	Cal-owan Agricultural Vocational National High School	1
12	Cawagayan National High School	1
13	Malagnat National High School	1
14	Camalog National High School	1
15	Socbot National High School	1
16	Kinama National High School	1
17	Rizal National School of Arts & Trades	2
18	Macutay Palao National High School	1
19	Santor National High School	1
20	Tanudan National High School	1
21	Tanudan Vocational School	2
22	Talocloc General Comprehensive National High School	1
23	Southern Tinglayan National High School	1
24	Sumadel National High School	1
25	Bangad National High School	1
26	Tinglayan National High School	1
27	Allagua National High School	1
28	Limos National High School	1
29	Pinukpuk Vocational School	2
30	Magtoma Pangol National High School-Main	1
	Sub-total, Kalinga	36

No.	SCHOOL/OFFICE	No. of Participants
	SDO Tabuk City	2
	Secondary/Integrated Schools:	
1	Dilag Integrated School	1
2	Cudal National High School	1
3	Balawag National High School	1
4	Naneng National High School	1
5	Nambucayan National High School	1
7	Calaccad National High School	1
8	Balong National High School	1
9	Agbannawag National High School	1
10	Eastern Kalinga National High School	1
11	Bulo National High School	1
12	Bado Dangwa National High School	1
13	Kalinga National High School	2
14	Nambaran Agro-Industrial National High School	1
15	New Tanglag National High School	1
16	Tabuk City National High School	2
17	Tuga National High School	2
	Sub-total, Tabuk City	21
	Total Participants, Batch 3	109

No.	SCHOOL/OFFICE	No. of Participants
BATCH 4:	April 16, 2021, 8:00AM-5:00 PM (Mt. Province)	
	Regional Office (RD, ARD, Admin Division & ICT Personnel)	13
	SDO Mt. Province	2
	Secondary Schools:	
1	Barlig National High School	1
2	Lias National High School	1
3	Kadaclan National High School	1
4	Bagnen National High School	1
5	Banao National High School	1
6	Tapapan National High School	1
7	Abatan National High School	1
8	Tamboan National High School	1
9	Banguitan National High School	1
10	Agawa National High School	1
11	Albago National High School	1
12	Guinaang National High School	1
13	Tocucan National High School	1
14	Talubin National High School	1
15	Dalican National High School	1
16	Natonin National High School	2
17	Saliok National High School	1
18	Sta. Isabel National High School	1
19	Banawel National High School	1
20	Palitod National High School	1
21	San Rafael National High School	1
22	Buringal National High School	1
23	Namatec National High School	1
24	Data National High School	1
25	Betwagan National High School	1
26	Belwang National High School	1
27	Saclit National High School	1
28	Antadao National High School	2
29	Bangaan National High School	1
30	Balugan National High School	1
31	Subaba National High School	1
32	Balaoa National High School	1
33	Bunga National High School	1
34	Bansa National High School	1
35	Leseb National High School	1

No.	SCHOOL/OFFICE	No. of Participants
36	Tipunan National High School	1
37	Am-am National High School	1
38	Eastern Bontoc National Agricultural Vocational High School	2
39	Guinzadan National High School	2
40	Otucan-Bila National High School	1
41	Besao National High School	1
42	Panabungen School of Arts, trades, and Home Industries	2
43	Mountain Province General Comprehensive High School	2
44	Bacarri National Trade & Agricultural School	2
45	Paracelis Technical & Vocational High School	2
46	Butigue National High School	1
47	Paracelis National High School	2
48	Anonat National Agricultural and Vocational High School	1
49	Pingad National High School	1
50	Sabangan National High School	1
51	Sadanga National Technical Vocational and Skills Training High School	1
52	Sagada National High School	1
53	Ankileng National High School	1
54	Lubon National High School	1
55	Masla National High School	1
56	Tadian School of Arts and Trades	2
57	Mabaay National High School	1
58	Mt. Data National High School	1
59	Cagubatan National High School	1
60	Dacudac National High School	1
	Sub-total, Mt. Province	72
	Total Participants, Batch 4	85