



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



30 August 2019

**MEMORANDUM**

To: Public Secondary School Heads  
Public Elementary School Heads

Subject: **Submission of Photocopy of Appointments, List of Teachers and Updated PSIPOP**

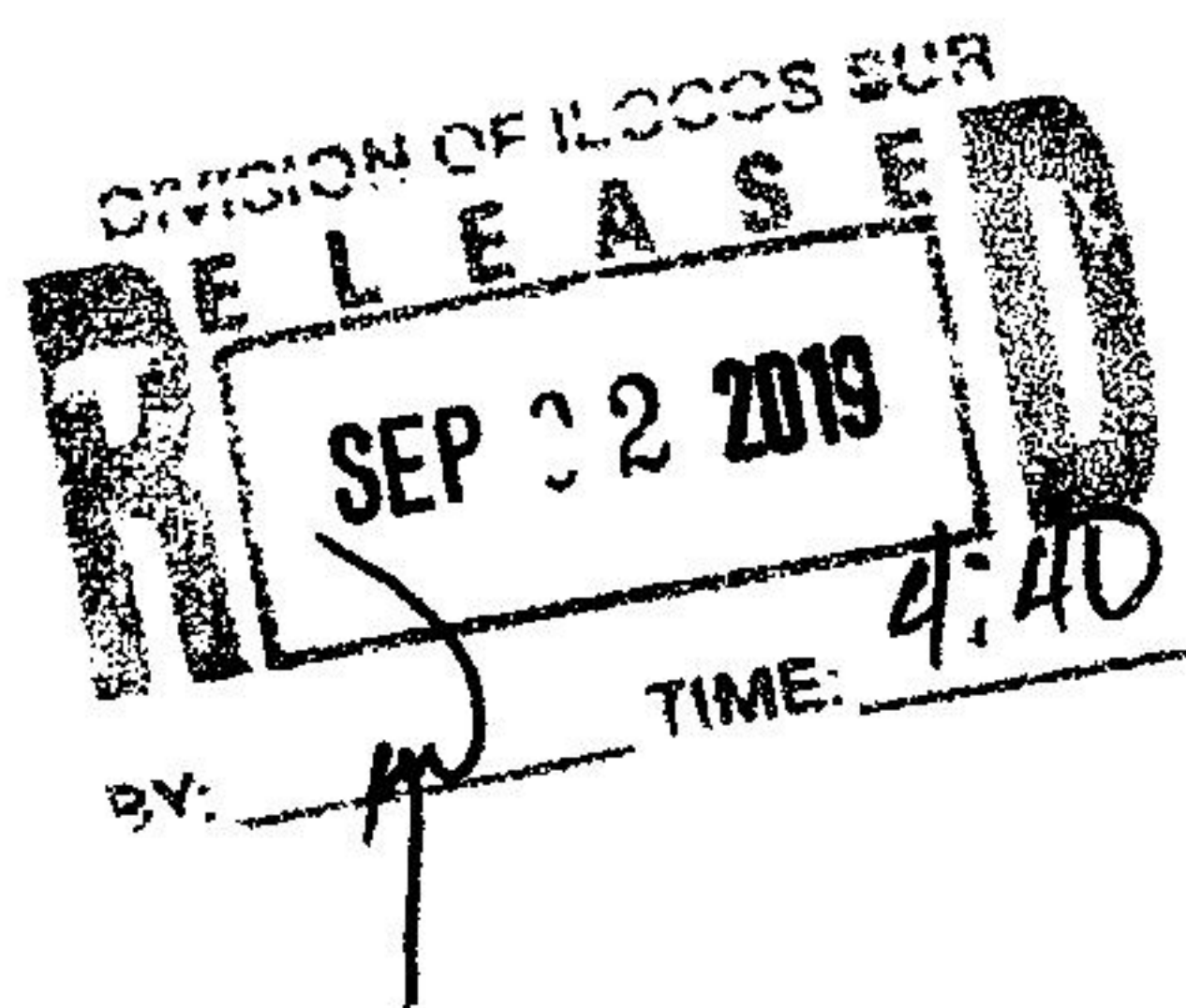
In connection with the on-going reconciliation and updating of personnel records (PSIPOP), school heads are hereby advised to prepare the following:

1. One (1) photocopy of appointment/s of all personnel per school;
2. Notice of Change of Item Number (if applicable); and
3. List of Teachers (see attached format) per school.

The required documents shall be placed in a long folder and shall be submitted to this Office (Attention: Personnel Section) on or before September 6, 2019.

Secondary Schools-Implementing Units (IUs) are not required to submit the above reports; however, they are required to submit one (1) copy of their updated PSIPOP generated from the GMIS web-based system.

For information, guidance and compliance.



**GEMMA Q. TACUYCUI, CESO V**  
Schools Division Superintendent





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**LIST OF PERSONNEL**

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
Address: \_\_\_\_\_

|    | NAME<br>(Last Name, First Name, Middle Name) | Present<br>Position | Plantilla Item<br>Number |
|----|--|---------------------|--------------------------|
| 1. | Dela Cruz, Juan Policarpio                   | Teacher I           | TCH1-60329-2010          |
| 2. | VACANT                                       | Teacher I           | TCH1-60330-2010          |
| 3. |  |                     |                          |
| 4. |  |                     |                          |

Certified Correct:

\_\_\_\_\_  
School Head

Contact No. \_\_\_\_\_