



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



October 21, 2019

**DIVISION MEMORANDUM**  
**No. 306, s. 2019**

**ORIENTATION-WORKSHOP OF PERSONNEL IN-CHARGE OF PERSONNEL SERVICES  
ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)**

**To:** OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary & Secondary School Heads  
Information Technology Officer I  
Administrative Officer V  
Administrative Officer IV (Personnel)  
Administrative Assistant III (Senior Bookkeeper) of Personnel & ITO Sections

1. To ensure accurate submission of inventory of DepEd Personnel, the Department of Education, Schools Division of Ilocos Sur shall conduct an Orientation-Workshop of Personnel In-Charge of Personnel Services Itemization and Plantilla of Personnel (PSIPOP) in the secondary schools/district on October 24, 2019 at the SDO Conference Hall, Bantay, Ilocos Sur, to start at 8:30 A. M.
2. Participants to the said activity are the following:
  - a. Information Technology Officer I
  - b. Administrative Officer V (Administrative Section)
  - c. Administrative Officer IV (Personnel Section)
  - d. One (1) participant from Secondary Schools
  - e. One (1) participant from the district who is in-charge of the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)
  - f. Administrative Assistant III (Senior Bookkeeper) of ITO Section
  - g. Administrative Assistant III (Senior Bookkeeper) of Personnel Section
3. Participants shall bring the following:
  - a. Updated Plantilla Database/MS Excel file copy of their PSIPOP as of July 2019
  - b. Laptop/s and portable internet connection device
  - c. Data of non-plantilla personnel such as but not limited to Contract of Service, Job Order, LGU funded staff, etc.; and
  - d. Extension cords
4. Travelling expenses of participants from schools shall be charged against school MOOE subject to the usual accounting rules and regulations.
5. For information, guidance and attendance of all concerned.

**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual index  
Under the following subjects:

Orientation

Workshop

PSIPOP

