
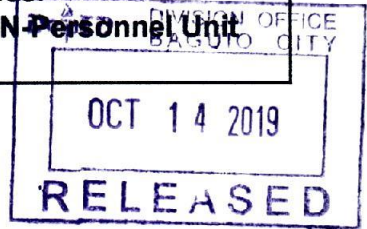
	GENERAL QUALITY FORM		Document Code: Revision: 00 Effectivity Date: 08-20-2018
	DIVISION MEMORANDUM		Name of Office: OSDS-ADMIN Personnel Unit

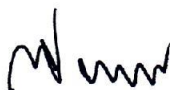


No. 523, S. 2019

INVENTORY OF NON-PLANTILLA ITEMS

**TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
ALL OTHERS CONCERNED**

1. In line with the ongoing efforts of the Department to determine and provide the required manpower complement for the efficient and effective delivery of services to our learners, this office hereby requests the School Heads to provide the necessary information in the attached **Inventory of Non-Plantilla Form**.
2. This aims to obtain the accurate number of hired Job Orders (MOOE paid) and other non-DepEd funded (PTA paid and SEF paid) staff in the Schools Division of Baguio City.
3. The accomplished form will be submitted to sdobaguio.hrmo@gmail.com on or before **October 17, 2019** for consolidation. The template can be downloaded in excel form.
4. In addition, schools are mandated to submit to the Division Personnel Unit an updated PDS and a copy of contract of their Job order and non-DepEd funded staff (except SEF paid), and to inform the office should they be separated from the service.
5. Immediate dissemination and strict compliance to this memorandum is desired.



MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

**DEPARTMENT OF EDUCATION
INVENTORY OF NON-PLANTILLA ITEMS**

REGION : CAR
SCHOOLS DIVISION : BAGUIO CITY
SCHOOL :

Region	SDO / Office	School	Nature of Function (Admin Support, Technical, Highly Technical)	Work Category / Position	Contract Duration (daily, weekly, 3-mos, 6-mos, 1 year, etc.)	Source of Funds (MOOE, PTA Fund, Project, LGU, Partner, etc.)	Monthly Compensation Rate	Premium Percentage (max 20% based on DBM-COA circular)	Payout Schedule of Premium (monthly, bi-annual, etc.)	Other Benefits, if any	Name of Personnel (last name, first name, middle name)	Sex (F/M)	Date of Birth (DD-Mon-YYYY)	Date of Original Hire (DD-Mon-YYYY)	Date of Last Renewal (DD-Mon-YYYY)	No. of Years in DepEd	Office Assignment if detailed <i>Indicate if Implementing Unit (IU)</i>
CAR	BAGUIO CITY						N/A		N/A								
CAR	BAGUIO CITY						N/A		N/A								
CAR	BAGUIO CITY						N/A		N/A								
CAR	BAGUIO CITY						N/A		N/A								
CAR	BAGUIO CITY						N/A		N/A								
CAR	BAGUIO CITY						N/A		N/A								

Prepared by:

Signature over Printed Name
Designation