
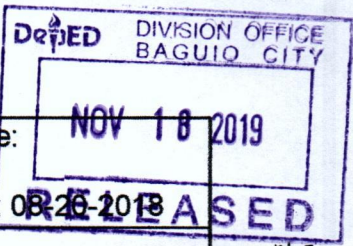
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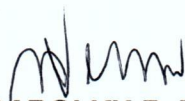
Office of the Superintendent

Division Memorandum Number. 602, s. 2019

**ELECTRONIC UPDATING OF PERSONAL SERVICES ITEMIZATION AND
PLANTILLA OF PERSONNEL (PSIPOP)**

TO : ALL PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL PUBLIC SECONDARY SCHOOL HEADS (IUs)
DIVISION HUMAN RESOURCE MANAGEMENT OFFICER
ALL OTHERS CONCERNED

1. To comply with the timely submission of the Division's Personal Services Itemization and Plantilla of Personnel (PSIPOP) to the Department of Budget and Management through the web-based application system, this office hereby directs the Division HRMO and all the designated school personnel in-charge of plantilla for the Implementing Units to **regularly update their respective PSIPOP.**
2. The updating of PSIPOP will serve as the basis for determining the Personal Services (PS) budgetary requirements of the Department. Thus, personnel in-charge of plantilla shall ensure that all entries in the PSIPOP are accurately and completely filled out.
3. **The Public Schools District Supervisors shall likewise ensure that all the vacant teacher items in their respective Districts are filled.**
4. For information, guidance and strict compliance of all concerned.


MARIE CAROLYN B. VERANO, CESO VI
 School Division Superintendent