



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

August 27, 2024

DIVISION MEMORANDUM

No. 574 , s. 2024

UPDATING OF PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) OF SECONDARY FISCAL SCHOOLS AND SUBMISSION OF THE LOCALIZED ELECTRONIC PSIPOP OF ELEMENTARY AND SECONDARY NON-AUTONOMOUS SCHOOLS

To: Public Elementary and Secondary School Heads
Elementary and Secondary Administrative Officers II
Junior HS Administrative Assistant II/III
All Others Concerned

1. The Department of Budget and Management controls organization and staffing management such as approval of positions, setting of PS expenses, preparation of Personal Service Itemization and Plantilla of Personnel PSIPOPs of all government agencies. As such, the PSIPOP serves as the primary data source for manpower information and as a basis for determining the Personal Services (PS) budgetary requirements of DepED. Failure to update the PSIPOP on time and the conflicting versions on the number of unfilled positions in the concerned office will result in deficiencies in the Personal Services (PS) budget level for the ensuing year.
2. Monthly updating of PSIPOP entails manual input of data under the Web-based Application System, Government Manpower Information System (GMIS) of the DBM as per National Budget Circular No. 549 dated October 21, 2013.
3. The Localized Electronic Personal Services Itemization and Plantilla of Personnel (PSIPOP) of SDO Pampanga Public Elementary Schools and Non-Autonomous Secondary Schools, including Senior High Schools, is developed to contribute to facilitate tracking and updating of personnel movement in the Government Manpower Information System (GMIS) and expeditious submission of reports on data concerning school personnel.
4. To streamline the process, updating the PSIPOP of the Elementary and Non-Autonomous Secondary Schools shall be done electronically by uploading the localized electronic psipop in the cloud database. There is a plan to later link the localized e-psipops with the Division Human Resource Information System (HRIS), which will be proposed within this year.

The Plantilla In-Charge shall:

- a. Update the school PSIPOP every month for secondary fiscal autonomous schools;

Page 1 of 7



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF PAMPANGA

- b. Update the localized electronic PSIPOP as the need arises for elementary and non-autonomous secondary schools;
- c. Prepare a list of vacancies, such as natural vacancies due to the promotion, transfer, resignation, and or retirement of the incumbent; and
- d. Forward the list of vacant items to the Division HRMO through email copy furnish the HRMPSB Chairperson

5. The following shall be the signatories to the Localized Electronic PSIPOP:

Function	School
Prepared by:	Administrative Officer II/ Non-Teaching Personnel <i>*School Head in the absence of a non-teaching personnel</i>
Certified Correct:	School Head

6. All signatories in the PSIPOP shall be held accountable and responsible for any discrepancy or error in the data contained in the localized electronic PSIPOP. The Localized Electronic PSIPOP & Report of Vacancies templates can be downloaded at this link: <https://bit.ly/lepsdop>.

7. In view of the foregoing, all schools are directed to accomplish, update, and upload their localized electronic PSIPOP through this link <https://bit.ly/locHRpsipop>.

8. Enclosed to this Memorandum are the following:

- a. Business Rules
- b. Procedural Guidelines
- c. Timelines
- d. Localized E-PSIPOP Process Flow

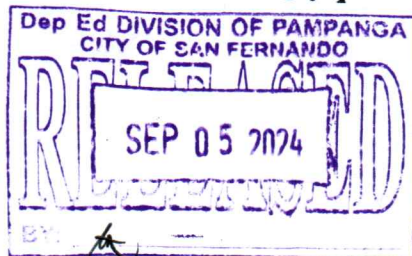
9. Immediate dissemination of this Memorandum is directed.

(Handwritten signature)

ROMEO M. ALIP, PhD, CESO V
 Schools Division Superintendent

000000038374

AOAS/08-51-24





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

UPDATING OF LOCALIZED ELECTRONIC PSIPOP

A. BUSINESS RULES

The following rules are hereby established to manage the implementation of the updating of the localized electronic PSIPOP for elementary and secondary non-autonomous schools, maintain the integrity and completeness of the HR database, and ensure timely submission and uploading of the PSIPOP by the Division as inputs to the annual budget process in the GMIS.

- 1.0 The person in charge of managing the Localized e-PSIPOP shall ensure that all entries in Columns 1 to 12 are properly filled up. For entries with incomplete data, the Division HRMO shall coordinate with the concerned school the discrepancies in the report.
- 2.0 The schools shall modify the columns 1 to 12 as follows:
 - 2.1 COLUMNS 2 (Position Title and Salary Grade) and 3 (Step)
 - 2.1.1 The Position Title and Salary Grade shall be based on the PDF copy of the PSIPOP or attested appointment of the incumbent.
 - 2.1.2 The salary step should correspond to the actual salary as indicated in the latest Salary Schedule issued by the DBM.
 - 2.2 COLUMN 4 (Name of Incumbent)
 - 2.2.1 All names should be fully spelled out as follows:
Last Name (LN), First Name (FN) plus a suffix, if any, Middle Name (MN)
i.e. DELA CRUZ I JUAN JR I ABALOS
 - 2.2.2 Initials, symbols, or special characters shall NOT be allowed, except for Letters Ñ, Single Hyphen (-), Single Period (.)
 - 2.3 COLUMN 5 (Sex)
 - 2.3.1 Indicate if "M" (Male) or "F," (Female) only.
 - 2.4 COLUMN 6 (Date of Birth)
 - 2.4.1 Date of Birth should follow the MM/DD/YYYY format (i.e. 01/01/2009).
 - 2.4.2 Data of incumbents below 18 or over 65 years of age will be encoded but with remarks under Column 12
 - 2.5 COLUMN 7 (TIN)
 - 2.5.1 TIN should contain 9 or 12 numeric characters. (i.e. 255001002000)
 - 2.5.2 Prior to encoding, TIN shall be validated through the BIR portal <https://orus.bir.gov.ph/>. Any discrepancies shall be coordinated with the Division HRMO and Division Payroll Officer.
 - 2.6 COLUMN 8 (Date of Original Appointment)



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

2.6.1 Date of Original Appointment must follow the MM/DD/YYYY format (i.e. 01/01/2009).

2.6.2 If the incumbent is below 18 or above 65, as indicated in the original appointment date, data will be reported to the Division HRMO and included under the remarks column.

2.7 COLUMN 9 (Date of Last Appointment/Promotion)

2.7.1 Date of Last Promotion must follow the MM/DD/YYYY format (i.e. 01/01/2009).

2.7.2 For those not promoted, the entry can be the same as the date specified in Column 8 (Date of Original Appointment).

2.8 COLUMN 10 (Status)

2.8.1 Indicate whether "P" for Permanent status, "T" for Temporary status, and "O" for Others

2.9 COLUMN (Civil Service Eligibility)

2.9.1 Choices could be "CSSP" for CS-Subprofessional, "CSP" for CS Professional, PBET, LET, etc.

2.9.2 For those without CS Eligibility, indicate "None."

2.10 REMARKS COLUMN

2.10.1 Shall contain a brief description or changes made in the localized electronic PSIPOP (i.e., promoted, retired, transferred, etc.)



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

B. PROCEDURAL GUIDELINES

- 1.0 The Division Personnel Unit shall extract the copies of PSIPOP of Elementary and Secondary Non-autonomous schools from the GMIS database.
- 2.0 The Division HRMO shall upload the extracted files of PSIPOPs and templates to this link: <https://bit.ly/lepsdop>.
- 3.0 The person in charge of updating the school PSIPOP shall download the copy of PSIPOP and templates.
- 4.0 The school PSIPOP shall be updated electronically and printed by the respective schools, which shall be certified true and correct by the School Head and kept on file at the school.
- 5.0 The soft copy of the updated school PSIPOP shall be uploaded to this link per school: <https://bit.ly/locHRpsipop>.
Filename: Month&Year_SchoolID_SchoolName_District
(e.g., 092024_106128_SanFranciscoES_MagalangSouth)
- 6.0 The central school AO II shall consolidate the district's PSIPOP into one Excel file and upload the soft copy using the same link.
Filename: Month&Year_District (e.g., 092024_MagalangSouth)
- 7.0 The school in charge of PSIPOP shall ensure that all personnel movement and actions are regularly updated in their localized e-PSIPOP.
- 8.0 The Division in charge of PSIPOP shall ensure that the uploaded softcopies of e-PSIPOPs from the schools are complete and regularly updated.
- 9.0 The Division in charge of PSIPOP shall regularly update the personnel movement and actions in the GMIS and ensure that the data entries therein are accurate and compliant with the existing budgetary policies, rules, and regulations.
10. The hard copies of extracted PSIPOP from the GMIS shall be printed by the Division HRMO and kept on file, duly signed by the proper authorities.



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

C. TIMELINES

1.0 Division Level

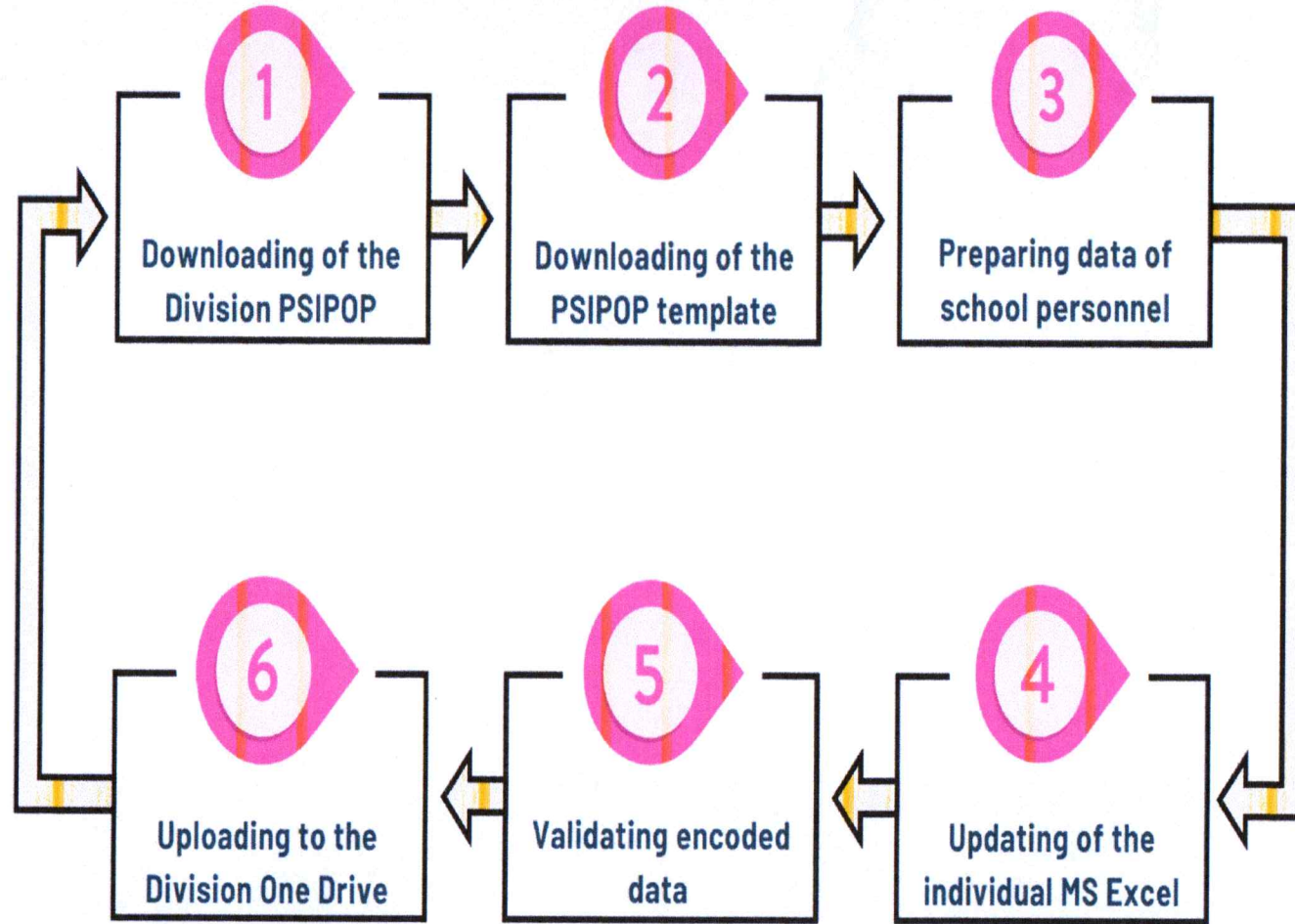
Activity	Schedule
1) Updating of personnel movement and actions in the GMIS	As the need arises
2) Uploading of the updated PSIPOP in the GMIS for approval in the DBM	Every 30 th day of the month
3) Data extraction of the updated PSIPOP in the GMIS	1 st working day of the preceding month
4) Uploading of latest copy of PSIPOP to cloud drive	1 st working day of the preceding month

2.0 School Level

Activity	Schedule
1) Updating of personnel movement and actions in the localized e-PSIPOP	As the need arises
2) Uploading of updated school e-PSIPOP (softcopy) to cloud drive	As the need arises
3) Printing and filing of the updated school PSIPOP	Every end of the month



LOCALIZED ELECTRONIC PSIPOP PROCESS FLOW



Updating the localized electronic psipop will be based on the following personnel action/movement: appointment of a new employee, promotion, transfer, separation from the service, demotion, step increment, and salary increase.



LOCALIZED ELECTRONIC PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)

School Name: SAN FRANCISCO ES			School ID: 106128				District: MAGALANG SOUTH DISTRICT							
ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)		STEP (3)	NAME OF INCUMBENT (4)			SEX (5)	DATE OF BIRTH (6)	TIN (7)	DATE OF ORIGINAL APPOINTMENT (8)	DATE OF LAST PROMOTION (9)	STATUS (10)	CIVIL SERVICE ELIGIBILITY (11)	REMARKS (Newly Hired, Transfer, Promotion) (12)
				LASTNAME	FIRSTNAME	MIDDLENAME								
Sample tagging of Item number based on the Division PSIPOP	Sample tagging of position title based on the Position Titles and Code Sheet	Sample tagging of SG		Please indicate full name of the incumbent Valid entry are as follows: Letters A-Z, Ñ Single Hyphen (-) Single Period (.)			Indicate if "M" (Male) or "F," (Female) only.	Date of birth must be earlier than the Date of Original Appointment and Date of Last Promotion in order to pass the validation test format (mm/dd/yyyy)	1st nine (9) digits of Tax identification # issued by BIR	Hiring date of the incumbent Date of Original Appointment must be later than Date of Birth and earlier than Date of Last Promotion in order to pass the validation test (mm/dd/yyyy)	refer to your latest attested copy of permanent appointment (mm/dd/yyyy)	put P for Permanent / T - Temporary/O for others	Eligibility issued by CSC to the incumbent relevant to the position	
OSEC-DECSB-TCH1-150001-2023	TEACHER I	11	1	DELA CRUZ	JUAN	REYES	M	01/01/2002	255001003000	01/01/2016	01/01/2017	P	LET	

Note: Use Arial Font, Size 10 for encoding, Do not add columns, Do not convert to microsoft word

Certified true and correct:

I certify to the correctness of the entries from columns 1 to 12 and that employees whose names appear on the above Localized Electronic PSIPOP are the incumbents of the positions.

Prepared By:

Signature Over Printed Name
Position
Date:

Signature Over Printed Name of School Head
Position
Date:

Report of Vacant Positions for Publication

Name of Incumbent	Vacant Position	Item Number	Reason for Vacancy	Effectivity Date of Vacancy	School Vacated		
					Name	School ID	District/Cluster
Juan A. Dela Cruz	Teacher I	OSEC-DECSB-TCH1-157797-1998	Retirement	8/19/2022	San Francisco ES	106128	Magalang South

Prepared by:

Certified Correct:

Signature Over Printed Name
Position

Signature Over Printed Name
Position