



Republic of the Philippines
Department of Education
Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



DIVISION MEMORANDUM

No. 11 s. 2013

JAN 07 2013

SCHEDULE OF UPDATING THE PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONEL (PSIPOP)

To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/ OICs/Caretakers
Secondary Lead Principals

1. The field is hereby informed that updating of PSIPOP for CY 2013 will be conducted on the following dates:

| Municipality (Elem. & Sec.) | Date | Venue |
|-----------------------------------|---------------|------------------------------|
| 1. Minglanilla | January 11 AM | Division ICT Training Center |
| 2. San Fernando and Alcoy | January 11 PM | Division ICT Training Center |
| 3. Argao | January 14 AM | Division ICT Training Center |
| 4. Dalaguete | January 14 PM | Division ICT Training Center |
| 5. Sibonga and Boljoon | January 15 AM | Division ICT Training Center |
| 6. Oslob, Santander & Samboan | January 15 PM | Division ICT Training Center |
| 7. Ginatilan, Alegria & Malabuyoc | January 16 AM | Division ICT Training Center |
| 8. Ronda & Badian | January 16 PM | Division ICT Training Center |
| 9. Moalboal and Aloguinsan | January 17 AM | Division ICT Training Center |
| 10. Dumanjug | January 17 PM | Division ICT Training Center |
| 11. Barili | January 18 AM | Division ICT Training Center |
| 12. Pinamungajan | January 18 PM | Division ICT Training Center |
| 13. Asturias and Tabuelan | January 21 AM | Division ICT Training Center |
| 14. Balamban | January 21 PM | Division ICT Training Center |
| 15. Tuburan | January 22 AM | Division ICT Training Center |
| 16. Bantayan | January 22 PM | Division ICT Training Center |
| 17. Sta. Fe and Madridejos | January 23 AM | Division ICT Training Center |
| 18. San Remegio | January 23 PM | Division ICT Training Center |
| 19. Medillen | January 24 AM | Division ICT Training Center |
| 20. Daanbantayan | January 24 PM | Division ICT Training Center |
| 21. Tabogon | January 25 AM | Division ICT Training Center |
| 22. Borbon | January 25 PM | Division ICT Training Center |

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|------------------------|---------------|------------------------------|
| 23. Sogod and Pilar | January 28 AM | Division ICT Training Center |
| 24. Catmon and Poro | January 28 PM | Division ICT Training Center |
| 25. Carmen | January 29 AM | Division ICT Training Center |
| 26. Compostela | January 29 PM | Division ICT Training Center |
| 27. Liloan | January 30 AM | Division ICT Training Center |
| 28. Consolacion | January 30 PM | Division ICT Training Center |
| 29. Tudela and Cordova | January 31 AM | Division ICT Training Center |
| 30. San Francisco | January 31 PM | Division ICT Training Center |

2. District Supervisors and Secondary Lead Principals are requested to send one personnel to the Division Office on the date specified above to update the data of their PSIPOP for CY 2013.

3. Personnel authorized to update the District/School PSIPOP are requested to bring the following:

- A. laptop
- B. PSIPOP of CY 2012
- C. Data required in updating the PSIPOP

4. Travel and other incidental expenses of participants shall be charged against the Division/School MOOE subject to its availability and existing accounting rules and regulations.

5. This Memorandum shall serve as "Authority to Travel" of the participants.

6. Immediate dissemination and compliance of this Memorandum is directed.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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