



December 22, 2014

DIVISION MEMORANDUM
No. 701, s. 2014

**CONVERSION OF PERSONNEL SECTION TO
HUMAN RESOURCE (HR) SECTION**

TO: Assistant Superintendent
Education Program Supervisors/Coordinators
District Supervisors/OICs
Secondary School Heads

1. In compliance with the CSC mandates of creating a functional Human Resource Office, this Office implements the conversion of Personnel Section to Human Resource (HR) Section, effective immediately.
2. The top two priority HRM system improvement programs initiated by this Office, thru the Human Resource (HR) section are the Inventory of Items and Organization of the District Plantilla and Payroll (DPP) In-charge and Secondary School Plantilla and Payroll (SSPP) In-charge.
3. Relative to this, the PSDS and Secondary School Head shall recommend to this Office, for issuance of Designation Order, the ***DPP In-charge*** and ***SSPP In-charge***, respectively, based on the following qualifications;
 - a. He/she must be a regular permanent, occupying the position from Teacher I up to III, or a Guidance Coordinator/Guidance counselor;
 - b. He/she must be a person with proven integrity;
 - c. He/she must be a computer literate and diligent worker.
4. Financial staff should not be recommended to adhere to the principle of check and balance. The deadline for submission of recommendees shall be this coming January 12, 2015.
5. The DPP and SSPP In-charge shall work hand in hand with the PSDS and Secondary School Head, in order to provide accurate, fast and reliable data, pertaining to personnel matters, salaries and benefits of all personnel in his station. The SSPP In-charge of the lead School will automatically be the Lead SSPP In-charge.
6. Wide and immediate dissemination of this Memorandum is desired.


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

Division of Cebu Province
MASTERLIST OF TEACHING & NON-TEACHING PERSONNEL (WARM BODIES) BY SCHOOL (SEC.)
2014
 HR Email Address : hr@deped.gov.ph

SCHOOL ID: _____

As of December 2014

Page No.	Item No.	Position Title	Plantilla where the Item Belongs	Salary Grade	Actual Salary	Step	Name of Incumbent	Sex	Date of Birth	Tin #	Date of Original Appointment	Date of Last Promotion	Status

Prepared By: _____ Certified True & Correct :

 SPP IN CHARGE
 Email Address : _____
 Contact Number : _____

 Principal
 Email Address : _____
 Contact Number : _____