



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
Division of Cebu Province  
IPHO Bldg, Sudlon Lahug, Cebu City



February 3, 2015

DIVISION MEMORANDUM  
No. 057, s. 2014

**SEMINAR-WORKSHOP ON THE UPDATING OF PSIPOP  
FOR FISCAL YEAR 2016 BUDGET**

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

1. This Office announces the conduct of Seminar-Workshop on the updating of PSIPOP for Fiscal Year 2016 Budget, this coming February 9-11, 2015 at the Division Office Session Hall, IPHO Building, Sudlon, Lahug, Cebu City.
2. The schedule is as follows:
  - Day 1, February 09, 2015 (7:30am-5:00pm) - 4<sup>th</sup> & 5<sup>th</sup> Congressional Districts
  - Day 2, February 10, 2015 (7:30am-5:00pm) - 1<sup>st</sup>, 3<sup>rd</sup>, & 6<sup>th</sup> Congressional Districts
  - Day 3, February 11, 2015 (7:30am-5:00pm)- 2<sup>nd</sup> Congressional District
3. The participants of this seminar-workshop are the District Plantilla and Payroll (DPP) In-charge and Secondary Plantilla and Payroll (SSPP) In-charge. The said participants are expected to bring the following:
  - a. Laptop *& internet device*
  - b. Masterlist of Teaching and Non-Teaching Personnel (warm bodies as of January 30, 2015).
  - c. Latest Plantilla and Payroll.
  - d. Recommendation letter as DPP or SSPP In-charge (Reference: Div. Memo 701, s. 2014).
4. Travelling and other expenses that will be incurred relative to the said activity shall be chargeable against local school MOOE/SEF/PTA/Division MOOE/Training funds, subject to the usual auditing and accounting rules and regulations.
5. This Memorandum serves as Authority to Travel.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

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