

April 24, 2015

DIVISION MEMORANDUM  
No. 241, s. 2015

**BASIC COURSE ON APPOINTMENT PREPARATION FOR DISTRICT PLANTILLA  
AND PAYROLL (DPP) IN-CHARGE AND SECONDARY SCHOOL  
PLANTILLA AND PAYROLL (SSPP) IN-CHARGE**

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

1. This Office announces the conduct of training on Appointment Preparation for the District Plantilla and Payroll (DPP) In-charge and Secondary School Plantilla and Payroll (SSPP) In-charge on May 4-16, 2015. There will be two teams of trainers composed of the following HR Personnel;

**Team South**

- a. REJIE D. GONZAGA -Trainer (elem.)
- b. LEILA TEOFILO - Facilitator(elem.)
- c. DIOSDADO LERIO - Trainer (sec.)
- d. HILARIO YBIERNAS - Facilitator(sec.)

**Team North**

- a. GOLDIE BAHINTING - Trainer (elem.)
- b. ALMAE THERESE MARTINEZ  
- Facilitator (elem.)
- c. JUNREX LUMONGSOD - Trainer (sec.)
- d. RICHEL ANN CATAMCO- Facilitator(sec.)

2. The above- listed trainers and facilitators will travel north and south on the specific schedules in different venues of trainings, hereto attached.

3. This Basic Training Course for appointment preparation aims to equip the DPP and SSPP In-charge on the skills of appointment preparation and evaluation of supporting documents for appointment papers. The said In-charge are the HR counterpart in the District and Secondary School Offices.

4. The Department of Education is now undergoing RE-ORGANIZATION pursuant to EO 366, s. 2004. Relative to that, DepEd Offices are directed, upon the issuance of the NOSCA, to ensure that appropriate appointments and notices based on placement to the same or comparable positions are completed and issued first before issuing appointments related to filling up of vacancies or promotions, as provided under DepEd Order 50, s. 2014. In this connection, this Office needs highly skilled personnel to assist in the preparation of re-appointment papers.

5. This Office also reiterates that the personnel to be recommended as DPP & SSPP In-charge must be in accordance with Division Memorandum No. 701, s. 2014.

6. 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.

7. This Memorandum will serve as Authority to Travel of the trainers and facilitators and participants coming from outside of the training venues.

8. Immediate dissemination of and strict compliance with this Memorandum is directed.

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

PERSON'S INVOLVE Trainer/Facilitator	Participants	Venue	Schedule of Training	DAY
<b>TEAM SOUTH</b>	DPP & SPP In-charge of the following Districts & Secondary Schools:			
<b>REJIE D. GONZAGA</b> Trainer(elem)	1. Pinamungajan I & II	Pinamungajan 1	May 4, 2015(8am-12pm)	<b>DAY 1</b>
	2. Pinamungajan Sec. Schools	Pinamungajan NHS	May 4, 2015(8am-12pm)	
<b>LEILA TEOFILO</b> Facilitator(elem)	3. Aloguinsan Dist.	Aloguinsan Dist.	May 4, 2015(1pm-5pm)	<b>DAY 2</b>
	4. Aloguinsan Sec. Schools	Aloguinsan NHS	May 4, 2015(1pm-5pm)	
<b>DIOSDADO LERIO</b> Trainer(sec)	5. Barili I & II	Barili I	May 5, 2015(8am-12pm)	<b>DAY 3</b>
	6. Barili Sec. Schools	B & M Panares NHS	May 5, 2015(8am-12pm)	
	7. Dumanjug I & II	Dumanjug I	May 5, 2015(1pm-5pm)	<b>DAY 4</b>
	8. Dumanjug Sec. Schools	Bitoon NVHS	May 5, 2015(1pm-5pm)	
<b>HILARIO YBIERNAS</b> Facilitator(sec)	9. Ronda Dist	Ronda Dist.	May 6, 2015(8am-12pm)	<b>DAY 5</b>
	10. Ronda Sec. Schools	Ronda NHS	May 6, 2015(8am-12pm)	
	11. Alcantara Dist.	Alcantara Dist.	May 6, 2015(1pm-5pm)	<b>DAY 6</b>
	12. Alcantara Sec. Schools	Alcantara NHS	May 6, 2015(1pm-5pm)	
	13. Moalboal Dist.	Moalboal Dist.	May 7, 2015(8am-12pm)	<b>DAY 7</b>
	14. Moalboal Sec. Schools	Moalboal NHS	May 7, 2015(8am-12pm)	
	15. Badian Dist.	Badian Dist.	May 7, 2015(1pm-5pm)	<b>DAY 8</b>
	16. Badian Sec. Schools	Badian NHS	May 7, 2015(1pm-5pm)	
	17. Alegria Dist.	Alegria Dist.	May 8, 2015(8am-12pm)	<b>DAY 9</b>
	18. Alegria Sec. Schools	Sta. Filomena NHS	May 8, 2015(8am-12pm)	
	19. Malabuyoc Dist.	Malabuyoc Dist.	May 8, 2015(1pm-5pm)	<b>DAY 10</b>
	20. Malabuyoc Sec. Schools	Montaneza NHS	May 8, 2015(1pm-5pm)	
	21. Ginatilan Dist.	Ginatilan Dist.	May 11, 2015(8am-12pm)	<b>DAY 11</b>
	22. Ginatilan Sec. Schools	Guiwanon NHS	May 11, 2015(8am-12pm)	
	23. Samboan Dist.	Samboan Dist.	May 11, 2015(1pm-5pm)	<b>DAY 12</b>
	24. Samboan Sec. Schools	San Sebastian NHS	May 11, 2015(1pm-5pm)	
	25. Santander Dist.	Santander Dist.	May 12, 2015(8am-12pm)	<b>DAY 13</b>
	26. Santander Sec. Schools	Santander NHS	May 12, 2015(8am-12pm)	
	27. Oslob Dist.	Oslob Dist.	May 12, 2015(1pm-5pm)	<b>DAY 14</b>
	28. Oslob Sec. Schools	Oslob NHS	May 12, 2015(1pm-5pm)	
	29. Boljoon Dist.	Boljoon Dist.	May 13, 2015(8am-12pm)	<b>DAY 15</b>
	30. Boljoon Sec. Schools	Boljoon NHS	May 13, 2015(8am-12pm)	
	31. Alcoy Dist.	Alcoy Dist.	May 13, 2015(1pm-5pm)	<b>DAY 16</b>
	32. Alcoy Sec. Schools	Alcoy NHS	May 13, 2015(1pm-5pm)	
	33. Dalaguete I & II	Dalaguete I	May 14, 2015(8am-12pm)	<b>DAY 17</b>
	34. Dalaguete Sec. Schools	Dalaguete NHS	May 14, 2015(8am-12pm)	
	35. Argao I & II	Argao I	May 14, 2015(1pm-5pm)	<b>DAY 18</b>
	36. Argao Sec. Schools	Argao NHS	May 14, 2015(1pm-5pm)	
	37. Sibonga Dist.	Sibonga Dist.	May 15, 2015(8am-12pm)	<b>DAY 19</b>
	38. Sibonga Sec. Schools	Sibonga NHS	May 15, 2015(8am-12pm)	
	39. San Fernando Dist.	San Fernando Dist.	May 15, 2015(1pm-5pm)	<b>DAY 20</b>
	40. San Fernando Sec. School	Sangat NHS	May 15, 2015(1pm-5pm)	

	41. Minglanilla I & II	Minglanilla I	May 16, 2015(8am-5pm)	<b>DAY 11</b>
	42. Minglanilla Sec. Schools	Lipata NHS	May 16, 2015(8am-5pm)	
<b>TEAM NORTH</b>				
	1. Madridejos Dist	Bantayan 1 - Elem.	May 4-5, 2015(8am-5pm)	<b>DAY 1</b>
<b>GOLDIE BAHINTING</b>	2. Madridejos Sec. Schools	<del>Bantayan NHS - Sec.</del>	May 4-5, 2015(8am-5pm)	
<b>Trainor(elem)</b>	3. Bantayan 1 Dist.		May 4-5, 2015(8am-5pm)	<b>DAY 2</b>
	4. Bantayan 2 Dist.		May 4-5, 2015(8am-5pm)	
<b>ALMAE THERESE E</b>	5. Bantayan Sec. Schools		May 4-5, 2015(8am-5pm)	<b>MARTINEZ</b>
<b>Facilitator(elem)</b>	6. Sta. Fe. Dist.		May 4-5, 2015(8am-5pm)	
	7. Sta. Fe Sec. Schools		May 4-5, 2015(8am-5pm)	
<b>JUNREX LUMONGSC</b>	8. Daanbantayan 1 Dist.	Daanbantayan 1 - Elem.	May 6, 2015(8am-5pm)	<b>DAY 3</b>
<b>Trainor(sec)</b>	9. Daanbantayan 2 Dist.	Dbantayan NHS - Sec.	May 6, 2015(8am-5pm)	
	10. Daanbantayan Sec. Schools		May 6, 2015(8am-5pm)	<b>RICHEL ANN CATAM</b>
<b>Facilitator(sec)</b>	11. Medellin Dist.		May 6, 2015(8am-5pm)	
	12. Medellin Sec. Schools		May 6, 2015(8am-5pm)	
	13. San Remigio 1 Dist.	San Remigio 1 - Elem.	May 7, 2015(8am-5pm)	<b>DAY 4</b>
	14. San Remigio 2 Dist.	Sn Remigio NHS - Sec.	May 7, 2015(8am-5pm)	
	15. San Remigio Sec. Schools		May 7, 2015(8am-5pm)	
	16. Tabuelan Dist.		May 7, 2015(8am-5pm)	
	17. Tabuelan Sec. School		May 7, 2015(8am-5pm)	
	18. Borbon Dist.	Borbon Dist. - Elem.	May 8, 2015(8am-5pm)	<b>DAY 5</b>
	19. Borbon Sec. Schools	Tabunan NHS - Sec.	May 8, 2015(8am-5pm)	
	20. Tabogon Dist.		May 8, 2015(8am-5pm)	
	21. Tabogon Sec. Schools		May 8, 2015(8am-5pm)	
	22. San Francisco Dist.	Sn Francisco Dist-Elem.	May 11-12, 2015(8am-5pm)	<b>DAY 6</b>
	23. San Francisco Sec. School	Camotes NHS - Sec.	May 11-12, 2015(8am-5pm)	
	24. Poro Dist.		May 11-12, 2015(8am-5pm)	<b>DAY 7</b>
	25. Poro Sec. Schools		May 11-12, 2015(8am-5pm)	
	26. Tudela Dist.		May 11-12, 2015(8am-5pm)	
	27. Tudela Sec. Schools		May 11-12, 2015(8am-5pm)	
	28. Pilar Dist.		May 11-12, 2015(8am-5pm)	
	29. Pilar Sec. Schools		May 11-12, 2015(8am-5pm)	<b>DAY 8</b>
	30. Carmen Dist.	Carmen Dist. - Elem.	May 13, 2015(8am-5pm)	
	31. Carmen Sec. Schools	Carmen NHS - Sec.	May 13, 2015(8am-5pm)	
	32. Catmon Dist.		May 13, 2015(8am-5pm)	
	33. Catmon Sec. Schools		May 13, 2015(8am-5pm)	
	34. Sogod Dist.		May 13, 2015(8am-5pm)	
	35. Sogod Sec. Schools		May 13, 2015(8am-5pm)	

36. Balamban 1 Dist.	Balamban 1 Dist - Ele	May 14, 2015(8am-5pm)	<b>DAY 9</b>
37. Balamban 2 Dist.	Buanoy NHS - Sec.	May 14, 2015(8am-5pm)	
38. Balamban Sec. Schools		May 14, 2015(8am-5pm)	
39. Asturias Dist.		May 14, 2015(8am-5pm)	
40. Asturias Sec. Schools		May 14, 2015(8am-5pm)	
41. Tuburan 1		May 14, 2015(8am-5pm)	
42. Tuburan 2		May 14, 2015(8am-5pm)	
43. Tuburan Sec. Schools		May 14, 2015(8am-5pm)	
44. Compostela Dist.	Consolacion Dist - Ele	May 15, 2015(8am-5pm)	<b>DAY 10</b>
45. Compostela Sec. Schools	Consolacion NHS - Se	May 15, 2015(8am-5pm)	
46. Liloan Dist.		May 15, 2015(8am-5pm)	
47. Liloan Sec. Schools		May 15, 2015(8am-5pm)	
48. Consolacion Dist.		May 15, 2015(8am-5pm)	
49. Consolacion Sec. Schools		May 15, 2015(8am-5pm)	
50. Cordava Dist.		May 15, 2015(8am-5pm)	
51. Cordova Sec. Schools		May 15, 2015(8am-5pm)	

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