



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

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



DIVISION MEMORANDUM

No. 445, s. 2015

WORKSHOP ON RECONCILING THE NAMES OF TEACHERS IN THE SCHOOL PSIPOP AND THE SCHOOL DEPLOYMENT OF TEACHERS

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 405, s. 2015, entitled, "Workshop on Reconciling the Names of Teachers in the School PSIPOP and the School Deployment of Teachers".
2. District Supervisors in coordination with Secondary/Elementary School Principals are directed to conduct pre-workshop activities using the attached template in their areas of jurisdiction. The accomplished template shall be submitted directly to PPRD-Deped Region VII on or before July 31, 2015, copy furnished the Office of the Schools Division Superintendent (Attention: Mr. Rejie Gonzaga, HRMO Designate). Area Supervisors are directed to monitor their areas of consultancy, in terms of prompt compliance of the submission of reports.
3. Immediate dissemination of and compliance with this Memorandum is directed.

For: **ARDEN D. MONISIT, ED.D.**
Schools Division Superintendent


ROSELLER N. GELUG

Assistant Schools Division Superintendent

ADM/rng15

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



July 9, 2015

REGIONAL MEMORANDUM

No. **405** s. 2015

**WORKSHOP ON RECONCILING THE NAMES OF TEACHERS IN THE SCHOOL
PSIPOP AND THE SCHOOL DEPLOYMENT OF TEACHERS**

To: Schools Division Superintendents
Officers-in-Charge of Regular and Interim Divisions

1. This Office has been validating documents of teachers requesting transfer of their teacher position items from the schools where their names are listed in the PSIPOP to schools where they are actually teaching. It has been found out that there are:

- many teachers listed in the school PSIPOP who are deployed in another schools even if the schools are not "Annexes" of the "Mother School".
- schools with above and some below the standard teacher-learner ratio when based on both the position items in the PSIPOP and the number of teachers actually teaching in the school.
- teachers actually teaching in the schools but their names in the PSIPOP are listed in the different schools.

2. Furthermore, there is a need to separate the school PSIPOPs of the newly established City Schools Divisions from the "Mother Division" and the position items of the teachers and other school personnel shall be transferred to the Schools Divisions where they are actually working.

3. With these situations, both the organization, teachers, and other DepED personnel are affected with the following problems being encountered:

- inaccuracy in determining the needs of teachers to be given new teacher items allocation
- inefficiency in tracking the teachers, particularly in the filling up of natural vacancies
- difficulties in the releasing and receiving of the teachers' salaries, incentives, and other benefits because it was released to the schools where their names in the PSIPOP are listed.
- risks and the travel expenses of any DepED personnel travelling from one schools to another schools to get the salaries, incentives, and other benefits, particularly those schools without ATM.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESA 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"

3. The DepED and the DBM are expecting that the **deployment of teachers** are aligned to the **list of names in the school PSIPOP** wherein the basis of which is the deployment of the teacher position items indicated in the approved NOSCA. It was repeatedly provided in the DepED issuances on the distribution of teacher allocation that :

- The **Deployment Report by School** should be followed strictly; hence **no changes and realignments should be made.**
- The same **Deployment Report** was forwarded to DBM Central Office to serve as their basis for the approval of the creation of the items as well as the basis of the DBM Regional Office for the issuance of NOSCA.


4. To resolve the above-mentioned issues and come up with the ideal deployment of position items and the teachers/other school personnel, it is very necessary to convene the concerned DepED personnel to discuss and decide actions to effect the transfer of the teachers or position items from one school/division to another. This Office will be conducting a Workshop to the following DepED Personnel who will serve as the Members of the Division Personnel Action Team on the scheduled dates indicated in the attachment of this Memorandum:

- SDS/ASDS
- Chief, SGO
- Administrative/Personnel Officer
- Planning Officer
- ICT Specialist

5. Prior to the workshop, there shall be pre-work activities to be done by the respective PSDSs. They shall gather and analyze the data, using the attached template, from the schools assigned to them. The pre-work outputs prepared by the PSDSs shall serve as the reference materials, so, it has to be brought by the Division Personnel Action Team during the workshop. The specific instructions for the Pre-Work is attached in this Memorandum.

6. A registration fee of **Three Hundred Fifty Pesos (P350.00)** shall be collected from each participant to cover expenses for 2 snacks and 1 lunch and to be collected by the Host Division. The registration fee, travelling expenses, and other expenses incurred by the Division participants shall be charged against Division Funds, while expenses for the Regional Personnel shall be charged against Regional Funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance with this Memorandum is directed.


JULIETA A. JERUTA, Ph. D., CESO V
Director III
Officer-in-Charge

JAJ/MCG
PPRD

**SPECIFIC INSTRUCTIONS FOR THE PRE-WORK ACTIVITIES IN RECONCILING
THE NAMES OF TEACHERS IN THE SCHOOL PSIPOP AND THE
DEPLOYMENT OF TEACHERS**

1. The PSDS assigned to the schools of his/her area of jurisdiction shall conduct an inventory of teachers' deployment. The following activities should be done:

- secure copy of the **School PSIPOP, School Form 4, and School Form 7** of each public elementary/secondary school.
- check/mark the **names listed in the school PSIPOP** who are also in the names of the teachers in the **School Form 4 and School Form 7**.
- fill up the template given below:

A. PSDS Worksheet No. 1 - List of Names of Teachers who are in the school PSIPOP and in the School Form 4 and 7

Name of Schools	Names of Teachers who are in the school PSIPOP and in the School Form 4 and 7	Teacher Item No.

B. PSDS Worksheet No. 2 - List of Names of Teachers who are in the school PSIPOP but NOT found in the School Form 4 and 7

Name of Schools	Names of Teachers in the school PSIPOP but not Found in the School	Teacher Item No.	Name of the School Where the Teacher is Deployed

- classify the **PSDS Worksheet No. 1 (List Names of Teachers who are in the school PSIPOP and in the School Form 4 & 7)** by separating the elementary from the secondary schools. This is the list with **NO MORE** problem on teachers' deployment.
- submit the **PSDS Worksheet No. 2 (List of Names of Teachers who are in the school PSIPOP but NOT found in the School Form 4 and 7)** to the Division Administrative/Personnel Officer
- submit the **PSDS Worksheet No. 1 & 2** directly to **PPRD-DepED Region VII** before on or before **July 31, 2015**.

**Schedules of the Workshop with the Division Personnel Action Team
RECONCILING THE NAMES OF TEACHERS IN THE SCHOOL PSIPOP AND
THE SCHOOL DEPLOYMENT OF TEACHERS**

DIVISION	SCHEDULE	VENUE	HOST
Cebu Province Bogo City Carcar City Danao City Naga City Talisay City	August 10, 2015	3 rd Floor DepED Conference Room, DepEd Regional Office	DepED Regional Office
Cebu City Lapu-Lapu City Mandaue City Toledo City	August 11, 2015	3 rd Floor DepED Conference Room, DepEd Regional Office	DepED Regional Office
Negros Oriental Bais City Bayawan City Dumaguete City Guihulngan City Tanjay City	August 13, 2015	Division of Negros Oriental Conference Room	Division of Negros Oriental
Bohol Tagbilaran City Siquijor	August 17, 2015	BPSTEA, Tagbilaran City	Division of Bohol