



November 6, 2018

DIVISION MEMORANDUM

No. 767 s, 2018


SUBMISSION OF UPDATED PLANTILLA FOR FISCAL YEAR 2018

**TO: Assistant Schools Division Superintendents
Division Chiefs/ Supervisors /Coordinators / Specialists
District Supervisors /District OIC's/Caretakers
School Heads, Teachers (Elem and Sec)
All Others Concerned**

1. This Office is **ADVISING** the Field to submit an updated copy of plantilla for Junior High School, Elementary and Senior High School for the year 2018 reflecting the correct name of the incumbent. This is in preparation for the printing of the PSIPOP for the year 2019. In the event that plantilla of division items (Elementary and Senior High School) is not available in the district office, District Plantilla-In-Charge/School Head/PSDS may secure a copy thru the HR Section c/o Mr. Francis Elnar.
2. Supporting documents such as appointment and assignment order should be attached should there be any modifications made to the current plantilla. **NO CHANGES** will be made without the necessary documents as justification for said claim. *Accuracy of entries should be ascertained.*
3. Submission should be **not later than Friday, November 9, 2018** to the Human Resource Office. Late submission will no longer be accommodated. PSDSs and School Heads will be held liable if plantilla is not updated in the DBM system resulting to abolition of the item.
4. For strict compliance and wide dissemination.

For:

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent


ESTER A. RUTALAN, Ed.D
ASDS/Office-In-Charge