



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province


January 28, 2020

DIVISION MEMORANDUM
No. 036 s, 20120

**INVENTORY OF ADMINISTRATIVE ASSISTANT (ADAS II & ADAS III) ITEMS IN
DEPED CEBU PROVINCE FOR FISCAL YEAR 2020**

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

1. This Office **DIRECTS** all Administrative Assistant II - Disbursing Officers, Administrative Assistant II – SHS and Administrative Assistant III – Senior Bookkeepers to submit a copy of their latest appointment and assignment/reassignment order to the Human Resource section **not later than February 14, 2020**. It is encouraged that each district assign a representative to take charge in the submission of said documents to the Division Office.
2. Plantilla inventory is intended to reconcile and account all Administrative Assistant items to ensure an updated Personal Services Itemization and Plantilla Of Personnel (PSIPOP) in time for its printing for FY 2020.
3. Plantilla items without appointments and assignment/reassignment orders submitted shall be tagged vacant, thus, may not be given appropriate allocation.
4. For information, dissemination and guidance of all concerned.


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