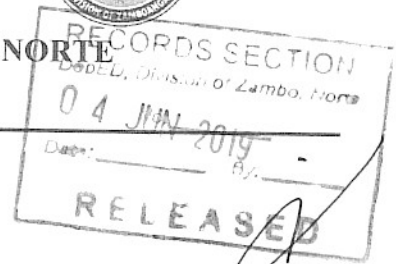




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**DIVISION MEMORANDUM**

**TO :** Public Schools Division Supervisors  
Concerned School Heads, Public Secondary Schools  
All Others Concerned  
*This Division*

**FROM :** **The Office Of The Schools Division Superintendent**

**SUBJECT: TECHNICAL ASSISTANCE ON PSIPOP UPDATING, OR INTEGRATION  
IN THE PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF  
PERSONNEL (PSIPOP)**

**DATE :** May 29, 2019

1. As part of the PREMIER reform initiatives of this Division, this Office strongly enjoins the heads of independent high schools to work for the PSIPOP updating, to effect therein the integration of new and the deployed teachers, all for the purpose of expediting processes for personal services and funding requirements of the school;
2. Technical assistance on the basic documentary requirements is hereby rendered, thus, its enumeration:
  - i. Letter Request addressed to the Regional Director through the OSDS;
  - ii. Legal basis for the establishment/independence of the school;
  - iii. Certified True Copy of the school PSIPOP;
  - iv. Certified True Copy/ies of the PSIPOP/s from where the deployed teachers are enlisted;
  - v. Current Line-Up of Faculty Members, signed by the School Head;
  - vi. Copy/ies of appointments of concerned teachers;
  - vii. Letter of individual teacher, signifying his/her intent that his/her item be transferred to the school he is currently deployed;
  - viii. Certification from the school head of the origin school, stating that its enlisted teacher/s is/are deployed in the requesting school.
3. Two (2) portfolios of the foregoing documents should be prepared and be submitted to the SDO thru the School Management, Monitoring and Evaluation (SMM&E) Unit for initial evaluation, on or before **June 30, 2019**;
4. For further inquiries, please feel free to direct your call or text to Mr. Wilson H. Inding, SEPS-SMME or to Mr. Jed A. Nieves, EPS II –SMM&E, thru these mobile numbers, **0998-262-2462** OR **0995-881-1881**, accordingly.
5. Wide dissemination of this Memorandum to all concerned is desired.

**PEDRO MELCHOR M. NATIVIDAD**, CESE  
Schools Division Superintendent

Reference :

*DepEd Order 63, s. 2009*

Website: <http://www.depedn.net>

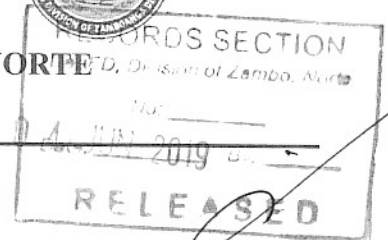
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Tel. Nos. (065) 212-5843 & (065) 908-0087



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