



August 30, 2019



REGIONAL MEMORANDUM

No. 495, s. 2019

WORKSHOP FOR THE PREPARATION & SUBMISSION OF INVENTORY OF DEPED PERSONNEL

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
Division HRMOs
This Region

1. Attached is Unnumbered Memorandum dated August 26, 2019 from the Office of the Undersecretary relative to the conduct of Workshop for the Preparation and Submission of Inventory of DepEd Personnel on **September 12-13, 2019** in **Butuan City** (venue to be announced).
2. All schools division offices (SDOs) are directed to send **two (2) personnel** who are in-charge of maintaining the Plantilla of Personnel and designated end-user of the PSIPOP. Participants must register at <http://bit.ly/PMregistration> on or before **September 6, 2019, Friday**.
3. Participants are required to bring the following:
 - a. Updated Plantilla Database as of July 2019 (MS Excel Database)
 - b. Laptop and portable connection device
5. Participants are expected to be at the venue on Day 0 at 5:00 pm. First meal will be dinner on Day 0 and last meal will be breakfast on Day 3. Travelling expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. For your guidance and immediate compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
Officer-In-Charge, Office of the Regional Director

PER/srp
09/04/19



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Republic of the Philippines
Department of Education

MEMORANDUM

TO: Regional Directors
Schools Division Superintendents

FROM: **ATTY. REVSEE A. ESCOBEDO**
Assistant Secretary
Officer-In-Charge, Office of the Undersecretary
for Field Operations, HR-EWD and PD, and DEACO

SUBJECT: *Workshop for the Preparation & Submission of Inventory of DepEd Personnel*

DATE: 26 August 2019

In line with the ongoing efforts of the Department to determine and provide the required manpower complement for the efficient and effective delivery of services to our learners, teaching and non-teaching employees and staff, the Bureau of Human Resources and Organizational Development through the Personnel Division will be conducting a workshop which aims to gather and consolidate the updated number of personnel in the Department of Education.

The intent of these workshops is to obtain the accurate number of DepEd employees including but not limited to those holding plantilla positions, hired through Job Orders or Contract of Service, and Non-DepEd funded staff.

In view of the foregoing, each Regional and Schools Division Office is requested to send a **maximum of two (2) representatives** who is the designated end-user of the PSIPOP and in-charge of maintaining the Plantilla of Personnel. Each participant is requested to register online at <http://deped.in/PMregistration> three (3) days prior their scheduled workshop.

The workshop is scheduled as follows:

Cluster	Participants	Date (exclusive of travel time)	Venue
1	DepEd RO III & NCR	September 5-6, 2019	Subic Holiday Villas, George Dewey Convention Center Complex, Subic Bay Freeport Zone
2	DepEd RO X, RO XI & CARAGA	September 12-13, 2019	Within Butuan City
3	DepEd RO IVB, RO VI & RO XII	September 19-20, 2019	Within General Santos City
4	DepEd RO IVA, RO V	September 26-27, 2019	Within Legazpi City
5	DepEd RO VII, RO VIII, RO IX	October 3-4, 2019	Within Cebu City
6	DepEd RO I, RO II & CAR	October 10-11, 2019	Within Baguio City



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All participants are requested to prepare the following:

- a.) Updated Plantilla Database **as of July 2019** (MS Excel database)
- b.) Laptop/s and portable internet connection device

The activity will last for a total of two (2) days, exclusive of travel time. Identified participants are expected to be at the venue on Day 0 at 5:00 pm. The first meal will be dinner on Day 0 and the last meal will be breakfast on Day 3.

Travelling expenses of the participants from the field offices shall be charged against local funds; while the board and lodging of all participants and CO staff, travelling expenses of CO personnel, supplies and materials, contingency and other incidental expenses shall be charged against OPDNSP Funds, subject to the usual accounting and auditing rules and regulations.

For clarifications and confirmation of attendance, please contact Ms. Michelle Cruz at telephone number (02) 633-9345 or through her email address michelle.cruz015@deped.gov.ph.

Strict and immediate compliance to this memorandum is desired. Thank you.