



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF BUDGET AND MANAGEMENT
 REGIONAL OFFICE V, RAWIS, LEGAZPI CITY

REGIONAL ADVISORY

No. 2024-017

Date: February 19, 2024

To : **ALL PRESIDENTS OF THE STATE UNIVERSITIES AND COLLEGES (SUCs) AND ALL HEADS OF REGIONAL OFFICE AND OPERATING UNITS (OUs) OF THE DEPARTMENT OF EDUCATION (DepEd), DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH), DEPARTMENT OF HEALTH (DOH), AND TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA), REGION V**

Subject : **UPLOADING OF PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) TO THE DBM GMIS DATABASE**

1.0 Item 4 of the National Budget Circular (NBC) No. 549, dated October 21, 2013 mentioned that:

4.0 Procedural Guidelines

All NGAs with authorized permanent positions shall review the PSIPOP and update the POP portion on a **monthly basis** and uploaded to the DBM GMIS database **every last week of the month**, starting October 2013.

XXXX


2.0 Given the need for a more frequent updating of the PSIPOP due to the recurrent movements of personnel, and to manage the expectations and demands in the uploading of PSIPOP details in the GMIS, the DBM Regional Office will be uploading in the said system on a twice a month basis, to wit:

Particulars	Date of Uploading*
Personnel movements from 1-15th of the month	16th of the month
Personnel movements from 16-30th/31st of the month	1st day of the following month

*Should the date of uploading fall on a weekend or holiday, GMIS data will be uploaded the working day after.

[Handwritten signature]

- 3.0 Consequently, all Operating Units are advised to update their PSIPOP in a manner that would capture the personnel movements for the given period, and to monitor and ensure that the data is duly endorsed, approved and on a **"For Upload" status before the mentioned dates of uploading.**
- 4.0 Further, we will not be expecting/accepting any uploading requests to the GMIS database in view of the above adjustments.
- 5.0 For your guidance and strict compliance, please. Thank you.


ANTONIO F. VILLANUEVA, JR.
Regional Director

FEM/RAB



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM:
OSDS-PER-UM-03-2-2024/MBL

TO: SDO-Personnel Unit
Administrative Officers of Implementing Units
Public School Heads of Implementing Units
All Others Concerned

For information and strict compliance.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent