



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division Office of Catanduanes
RECORDS SECTION

RELEASED

BY: AD No: 890
DATE: DEC 23 2024 TIME: 8:50

UNNUMBERED MEMORANDUM:

OSDS-PER-UM/12-20-2024/MBL

TO : School Heads and Administrative Officers of Implementing Units

FROM : **CECILE C. FERRO CESO VI**
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

SUBJECT: **UPDATING AND SUBMISSION OF PERSONAL SERVICES
ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
FOR FY 2024**

DATE : December 20, 2024

1. In connection with the submission of the PSIPOP for FY 2024, all administrative officers of the implementing units are advised to update the plantilla of personnel as of December 31, 2024.
2. One (1) original copy of the PSIPOP printed in 8.5"x13" paper duly signed by the OIC, Office of the Schools Division Superintendent must be submitted to the SDO-Personnel Section not later than January 10, 2024.
3. For information, guidance and strict compliance.



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph