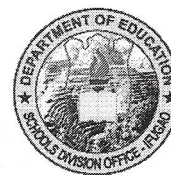




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE – IFUGAO**  
Lagawe



**DIVISION MEMORANDUM NO. 75 s., 2016**

To: **SECONDARY SCHOOL PRINCIPALS/SCHOOL HEADS  
DIVISION OFFICE PROPER**

From: **SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent

Subject: **REORIENTATION MEETING/WORKSHOP ON UPDATING THE WEB-BASED  
PSIPOP**

Date: April 18, 2016

1. Pursuant to Regional Memorandum No. 089 s., 2016 :Reorientation Meeting/Workshop on Updating the Web-Based Personal Services Itemization and Plantilla of Personnel (PSIPOP) of secondary schools and those under the Schools Division Office, will be conducted on May 5, 2016 at the NEAP-CAR, Deped CAR Regional Office, Wangal, La Trinidad Benguet.
2. The meeting/workshop aims to update the personnel in-charge of the PSIPOPs with regards to the details in the Plantilla of Personnel to ensure compliance with the timely updating and uploading of the web-based PSIPOP.
3. Participants to the meeting /workshop shall be the designated end-users and approvers of the PSIPOP of the secondary schools and the SDO Proper.
4. The workshop shall be facilitated and participated in by the following:

School (IUs)	Participant
Banaue NHS	end –users and approvers
Hingyon NHS	end –users and approvers
Lawig NHS	end –users and approvers
Mayoyao NHS	end –users and approvers
Namillangan NHS	end –users and approvers
Sta. Maria NHS	end –users and approvers
Division Office Proper	end –users and approvers

