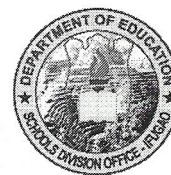




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE – IFUGAO
Lagawe



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

School (Non-IUs)	Participant
Aguinaldo NHS	end -users
Asipulo NHS	end -users
Ayangan NAVS	end -users
Bangbang NHS	end -users
Caba NHS	end -users
Camandag NHS	end -users
Caragasan NHS	end -users
Danggo NHS	end -users
Eastern Potia NHS	end -users
Gohang NHS	end -users
Haliap NHS	end -users
Hapid NHS	end -users
Hungduan NHS	end -users
Ifugao Provincial SHS	end -users
Kalanguya NHS	end -users
Lagawe NHS	end -users
Mongilit Ligmayo NHS	end -users
Potia NHS	end -users
Rufino R. Chungalao SHS	end -users
Southern Hingyon NHS	end -users
Tinoc NHS	end -users
Tulaed NHS	end -users
Ubaos NHS	end -users

5. Participants should bring their own laptops during the workshop, as well as other portable internet connection (smart bro, globe tattoo, etc), if any.
6. Expenses for the workshop including 1 lunch and 2 snacks of participants shall be charged against Regional Office funds. Travelling expenses and accommodation shall be charged against local funds.
7. Please be guided accordingly.