



Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS  
Schools Division of Cebu Province

Office of the Schools Division  
Superintendent

January 30, 2023

**DIVISION MEMORANDUM**

No. 027 s. 2023

**INVENTORY OF SENIOR HIGH SCHOOL PLANTILLA ITEMS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors / District Caretakers  
Elementary and Secondary School Heads  
All Other Concerned

1. The Office directs all teachers in the Senior High School level to submit a copy of their latest appointment to the school head of each school. School Administrators are then advised to forward said appointments enclosed in WHITE FOLDER to the Office of the Public Schools District Supervisor.
2. Folders containing the appointments with transmittal shall then be endorsed by the PSDS to the Division Office-Human Resource Unit c/o Division Plantilla-In-Charge, Ms. Rhea Mae Jumao-as and Ms. Geralen Barro for updating in the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) not later than Friday, February 3, 2023 at the close of business day.
3. Plantilla items that remain to be unfilled in the PSIPOP of SDO Cebu after the inventory shall be tagged vacant, and allocated to an applicant in the existing ranklist.
4. Public Schools District Supervisors are enjoined to ensure complete submission on or before the deadline to avoid duplication of plantilla items of personnel, otherwise, shall be held accountable.
5. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
6. Widest dissemination and strict adherence of this Memorandum is highly desired.

  
**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent

