



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

**Office of the Schools Division
Superintendent**

March 31, 2023

DIVISION MEMORANDUM

No. 099 s. 2023

INVENTORY OF NON-TEACHING PLANTILLA ITEMS OF SDO CEBU PROVINCE

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 **non-teaching personnel** in the Elementary, Junior and 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, April 14, 2023 at the close of business day.
3. Unverified plantilla items 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



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405
Email Address: cebu.province@deped.gov.ph