



DEPARTMENT OF EDUCATION  
 OFFICE OF THE UNDERSECRETARY  
 FOR REGIONAL OPERATIONS

Department of Education  
 DIVISION OF CAVITE  
 JUL 22 2016  
 RECORDS SECTION

OM-GO-2016-GOA-0232

16071430 To: SDOs

For your information  
 & guidance, please  
 Thank you  
 Jesus L.R. Mateo

MEMORANDUM

FOR: REGIONAL SECRETARY, ARMM  
 ALL REGIONAL DIRECTORS  
 ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM:   
 JESUS L.R. MATEO  
 Assistant Secretary

SUBJECT: REITERATING THE DIRECTIVE THAT ALL SENIOR HIGH SCHOOL PLANTILLA POSITIONS SHALL BE UNDER THE SCHOOLS DIVISION OFFICES PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL

DATE: July 16, 2016

This Office has been receiving reports that some Schools Division Offices (SDOs) have been sending requests to the Department of Budget and Management (DBM) for the transfer of the approved plantilla items for Senior High School (SHS) from one school to another.

This is to reiterate that such requests shall no longer be necessary since all created plantilla positions for SHS - teaching, teaching-related and non-teaching - are under the SDO Personal Services Itemization and Plantilla of Personnel (PSIPOP), instead of specific senior high schools. This is to give flexibility in placement and movement of an incumbent from one school to another within the division and/or within the school year, provided that such movements are made at the end of the semester. It is also reiterated that placement and movement of SHS teachers shall be based on teacher needs as assessed by the SDO.

Strict and immediate compliance with this Memorandum is directed.

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