



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines  
Email Address: tagum\_city@deped.gov.ph Website: deped.tagumcity.gov.ph TeleFax: (084) 216-3504

DIVISION MEMORANDUM

TO: **ALL ELEMENTARY AND SECONDARY SCHOOL HEADS**

FROM: The Office of the Schools Division Superintendent

SUBJECT: Submission of electronic copies of Plantilla of Personnel (POP)

DATE: March 22, 2019

- a. The Civil Service Commission (CSC) is requiring us to submit electronic copies of Plantilla of personnel (POP), in **EXCEL FILE** on or before **MARCH 27, 2019**, which shall contain the following information:

**FOR IMPLEMENTING UNITS:**

Please be advised of the submission of electronic copies of Plantilla of Personnel (POP) in **EXCEL FILE**, which shall contain the following information:

1. Fiscal Year;
2. Agency Name according to Type of Employer (NGA, LGU, SUC, GOCC);
3. Item Number;
4. Position Title/ Salary grade/ Annual Salary (Authorized/Actual)/ Step;
5. Code/ Type/ Level of Incumbents
6. Name of Incumbents- Last Name/ First Name/ Middle Name;  
Note: should be separated
7. Date of Birth (e.g. 11/27/1977)
8. Date of Original Appointment;
9. Date of last promotion;
10. Status of Appointment;
11. Sex
12. Place of Birth;
12. Eligibility/ License, and
13. Highest Educational Attainment.

Last Name	First Name	Middle Name
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In case the item is vacant, accomplish item numbers one (1) to four (4) only.

**b. FOR SENIOR HIGH SCHOOL AND NON-IMPLEMENTING UNITS**

Please provide the following information:

School:				
LAST NAME	FIRST NAME	MIDDLE NAME	PLACE OF BIRTH	HIGHEST EDUCATIONNAL ATTAINMENT
<b>JUNIOR HIGH SCHOOL NON-IU'S</b>				
<b>SENIOR HIGH SCHOOL</b>				

c. **FOR ELEMENTARY SCHOOLS**

Please provide the following information:

LAST NAME	FIRST NAME	MIDDLE NAME	PLACE OF BIRTH	HIGHEST EDUCATIONNAL ATTAINMENT
School:				

d. Email the **E-COPY** on or before **MARCH 27, 2019** using the prescribed template at

**hrmo.depedtagumcity@gmail.com**

e. For your information and compliance.

*For and in the absence of the Schools Division Superintendent:*

**LILIA J. ORTILLANO**  
Education Program Supervisor  
In-Charge of the Division

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
<b>RELEASED</b>	
By: <u>                    </u>	Date: <u>MAR 25 2019</u>
Remarks: <u>Disseminated 341-19-3</u>	Time: <u>2:30</u>