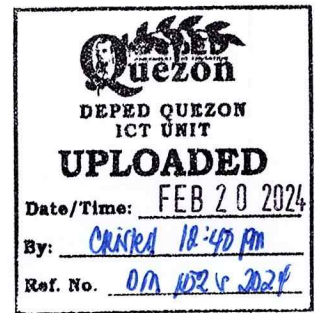




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 February 2024

**DIVISION MEMORANDUM**

DM No. 152, s. 2024

**SEMINAR-WORKSHOP ON THE HARMONIZATION OF PERSONNEL DATA FOR THE CURRENT YEAR 2024 FUNDING REQUIREMENTS AND FOR THE FY 2025 BUDGET PROPOSAL**

- To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Plantilla Coordinators  
 All Others Concerned

1. With reference to the National Budget Memorandum No. 149 “*National Budget Call for FY 2025*” and National Budget Circular No. 592, “*Guidelines on the Release of Funds for FY 2024*”, this Office will **conduct a blended (F2F and Virtual) Seminar – Workshop on the Harmonization of Personnel Data for the Current Year 2024 Funding Requirements and for the FY 2025 Budget Proposal at M.I. Sevilas Farm & Resort, Brgy. Domoit, Lucena City**, as follows:

Date	Training Modality	Participants	Registration Fee
February 26-28, 2024	Face-to-Face	Elementary District Plantilla Coordinators	Php 4,345.00

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321



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February 26-27, 2024	Face-to-Face	JHS & SHS Plantilla Coordinators	Php 2,747.00
February 29, 2024	ONLINE Meeting Link: 1st Batch (1st and 3rd Congressional District) <b><a href="http://tinyurl.com/ONLINERECON2024">http://tinyurl.com/ONLINERECON2024</a></b>	JHS and SHS <b>(w/ 30 below personnel in plantilla)</b> Plantilla Coordinators	NONE
March 01, 2024	ONLINE Meeting Link: 2nd Batch (2nd and 4th Congressional District) <b><a href="http://tinyurl.com/ONLINERECON2024">http://tinyurl.com/ONLINERECON2024</a></b>	JHS and SHS <b>(w/ 30 below personnel in plantilla)</b> Plantilla Coordinators	NONE

2. The objectives of this activity are the following:

- To prepare the funding requirement for the current year other personnel benefits, and the budget proposal for personnel services for FY 2025.
- To synchronize fund release with the processing of Salaries & Other Personnel Benefits as it becomes due, by reconciling the PSIPOP data (Personnel Services Itemization and Plantilla of Personnel) with the FY 2024 NEP release for Personnel Services and with the Regional Payroll Servicing Unit (RPSU) data.
- To achieve accurate and reliable data for the Funding Requests for Salaries & Other Personnel Benefits, by updating & harmonizing the Division Plantilla with other important documents such as appointment records, service records, and the payroll masterfile. This harmonization will ensure consistency and coherence in our data sources, facilitating seamless financial transactions and personnel data management.

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4. The detailed list of participants maybe accessed thru this link (<http://tinyurl.com/RECON2024LISTOFPARTICIPANTS>) and also be scanned using the QR Code below:



5. The F2F participants are requested to **bring laptop, scanned copy of documents like appointment, updated service record and latest payslip** and an **updated monitoring file** of the list of their personnel with complete details based on plantilla and to submit it at the end of this activity workshop. They are also requested to wear an appropriate smart casual attire.
6. The Registration fee of the F2F participants and other related expenses in connection with this activity shall be charged to the respective School MOOE and/or other local funds subject to the usual budget, accounting and auditing rules and procedures.
7. The conduct of this activity requires adherence to safety and health protocols.
8. Please see the attached enclosure for the Program of Activities.
9. Strict compliance with this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Permejr02/16/2024

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Enclosure to DM No. 152 s. 2024

**PROGRAM OF ACTIVITIES**  
**FACE TO FACE**  
**(FEBRUARY 26-28, 2024)**

TIME	DAY 1	TIME	DAY 2-3
8:00- 8:30	Registration of Participants	8:00- 12:00	Continuation of Workshop and Open Discussion for Queries
8:30-8:45	Preliminaries and Roll Call of Participants		
8:45-9:15	<b>Inspirational Message</b> <b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent <b>JOEPI F. FALQUEZA</b> Assistant Schools Division Superintendent		
9:15-9:30	Statement of the Purpose		
9:30-10:30	Orientation Proper		
10:30-12:00	Workshop Proper		
12:00-1:00	Lunch Break		
1:00-5:00	Continuation of Workshop	1:00-4:00	Continuation of Workshop
End of Day 1		4:00-4:45	Status Check and Submission of Final Output
		4:45-5:00	Closing Program

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**PROGRAM OF ACTIVITIES**

**ONLINE**

**(FEBRUARY 29, 2024 & MARCH 1, 2024)**

<b>TIME</b>	<b>DAY 1</b>
8:00- 8:30	Preliminaries and Roll Call of Participants
8:30-9:00	<b>Inspirational Message</b>  <b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent  <b>JOEPI F. FALQUEZA</b> Assistant Schools Division Superintendent
9:30-9:45	Statement of the Purpose
9:45-10:45	Orientation Proper
10:45-12:00	Workshop Proper
12:00-1:00	Lunch Break
1:00-4:00	Continuation of Workshop
4:00-5:00	Submission of Final output and Closing Program

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