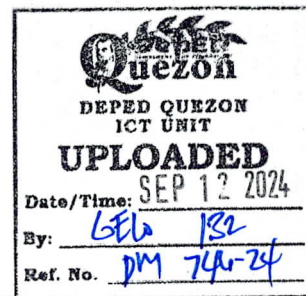




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



12 September 2024

**DIVISION MEMORANDUM**

DM No. 740, s. 2024

**SEMINAR-WORKSHOP ON THE RECONCILIATION AND HARMONIZATION OF  
PLANTILLA DATA VIS-A-VIS APPOINTMENT, SERVICE RECORD  
AND PAYROLL MASTER FILE IN PREPARATION  
FOR THE FY 2025 NEP**

**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 Reconciliation and Harmonization of Plantilla Data vis-a-vis Appointment, Service Record and Payroll Master File in preparation for the FY 2025 NEP.**
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.

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- 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.
  - To ensure consistency and coherence in our data sources, facilitating seamless financial transactions and personnel data management.
3. To provide guidance on the scope of the activity, as well as the instructions regarding the administrative arrangements for this undertaking, all participants are encouraged to observe and adhere to the following attachments:
- **Annex A:** List of participants
  - **Annex B:** Indicative Program of Activities
4. The detailed List of the participants maybe accessed thru this link:  
**<https://tinyurl.com/LISTOFPARTICIPANTSRECON2024>**.
5. The participants are instructed to accomplish the Pre-Work Template before the schedule of the activity. The participants can also access and download the materials **(templates and instructions)** for the reconciliation thru the following link provided below:

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PLANTILLA LEVEL	LINK
ELEMENTARY Pre-Work and Recon File	<a href="https://tinyurl.com/ELEMPREWORKANDRECONFILE2024">https://tinyurl.com/ELEMPREWORKANDRECONFILE2024</a>
JUNIOR HIGH SCHOOL Pre-Work and Recon File	<a href="https://tinyurl.com/JHSPREWORKANDRECONFILE2024">https://tinyurl.com/JHSPREWORKANDRECONFILE2024</a>
SENIOR HIGH SCHOOL Pre-Work and Recon File	<a href="https://tinyurl.com/SHSPREWORKANDRECONFILE2024">https://tinyurl.com/SHSPREWORKANDRECONFILE2024</a>
Other School-Based Positions Lodged in OSDS Plantilla	<a href="https://tinyurl.com/OTHERSCHOOLBASEDITEM">https://tinyurl.com/OTHERSCHOOLBASEDITEM</a>
Personnel Inventory Report	<a href="https://tinyurl.com/PERSONNELINVENTORYREPORT">https://tinyurl.com/PERSONNELINVENTORYREPORT</a>
Templated and Instructions (For all Level)	<a href="https://tinyurl.com/RECONMATERIALS">https://tinyurl.com/RECONMATERIALS</a>

- Final Output of the activity will be uploaded thru this link:  
<https://tinyurl.com/RECON2024FINALOUTPUTFOLDER>
- The On-Site participants are requested to **bring laptop, extension wires, soft copy of appointment, updated service record and updated monitoring file** of the list of school personnel with complete details based on plantilla data.
- The Registration fee of the On-Site participants and other related travel and training 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.
- For board and lodging and meal arrangement, kindly refer to the table below:

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Date	Board and Lodging	Breakfast	Am Snack	Lunch	PM Snack	Dinner
<b>September 17, 2024</b> (Day 0) Travel Time to Venue of Participants in far-flung areas	x	x	x	x	x	x
<b>September 18, 2024</b> (Day 1) Travel Time to Venue	✓	✓	✓	✓	✓	✓
<b>September 19, 2024</b> (Day 2) Travel Time to Station for Secondary Participants	x	✓	✓	✓	✓	✓
<b>September 19, 2024</b> (Day 2) Elem Participants	✓	✓	✓	✓	✓	✓
<b>September 20, 2024</b> (Day 3) Travel Time to Station for Elem Participants	x	✓	✓	✓	✓	✓

\* Check-in shall begin at 12:00 noon on Day 1 and check- out by 12:00 noon on the last day of the activity.

10. For clarifications and concerns, you may coordinate with **Mr. Rodelio M. Esmerna Jr.- Administrative Officer II** of Personnel Section.

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11. Strict compliance with this Memorandum is highly desired.

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

Permejr09/12/2024

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Enclosure to DM No. 746 s. 2024

**Annex A**

<b>Date</b>	<b>Training Modality</b>	<b>Participants</b>	<b>Registration Fee</b>
September 18-20, 2024	Face-to-Face	Elementary District Plantilla Coordinators (see the List of of On-Site Elementary Participants)	Php 5,194.00
September 18-19, 2024	Face-to-Face	JHS & SHS Plantilla Coordinators (see the List of On-Site Secondary Participants)	Php 3,196.00
September 18-19, 2024	ONLINE Via Zoom: Day 1 <a href="https://tinyurl.com/ONLINEPLANTILLARECON2024">https://tinyurl.com/ONLINEPLANTILLARECON2024</a> <b>4</b> Meeting ID: 869 9731 2138 Passcode: 123456 Day 2 <a href="https://tinyurl.com/ONLINEPLANTILLARECONDAY2">https://tinyurl.com/ONLINEPLANTILLARECONDAY2</a> <b>2</b> Meeting ID: 873 3772 9978 Passcode: 123456	Remaining Elem and Sec Plantilla Coordinators who choose to attend ONLINE	NONE

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**Annex B**

**INDICATIVE PROGRAM OF ACTIVITIES**  
**ON-SITE**  
**(SEPTEMBER 18-20, 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</b> V 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
<b>End of Day 1</b>		4:00-4:45	Status Check and Submission of Final Output
		4:45-5:00	Closing Program

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