



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



20 October 2022

**DIVISION MEMORANDUM**

DM No. 894, s. 2022

**Division Seminar Workshop on the Reconciliation of PSIPOP and Payroll  
Disbursement vs the FY 2023 NEP (For Implementing Units)**

**To: Assistant Schools Division Superintendents  
Division Chief – SGOD  
School Heads of Implementing Unit (IU)**

1. With reference to the Regional Memorandum entitled Seminar-Workshop on the Reconciliation of PSI-POP and Payroll Disbursement versus the FY 2023 National Expenditure Program (NEP), a blended approach will also be used in this Activity. From whence, an On-line orientation will be facilitated by the Regional Office and a F2F workshop will be facilitated by the Division Office accordingly, on November 9-11, 2022. *The venue to be announced.*
2. This activity aims to validate and reconcile the personnel data generated from the PSIPOP against the Payroll disbursements and the FY 2023 National Expenditure Program (NEP), in order to (1) identify the funded positions captured by the FY 2023 NEP, (2) to prepare data for the funding request for 2023 NSPP, (3) to analyze the actual funding requirement needed for Personnel Services Fund and (4) to strictly follow the preparation and submission requirements of various Working Papers required on this activity.
3. The **expected participants are the Administrative Officer IV/Accountant I/Senior Bookkeeper** of Implementing Units. They are required to bring their own Laptop, WIFI routers, extension wires and copy of plantilla.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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4. The Participants are expected to submit all of the Working Papers and other supporting documents after this Activity.
5. All the participants are expected to observe the minimum health protocols in accordance with the IATF/DOH guidelines throughout the duration of the Activity. Furthermore, all are required to bring with them their vaccination cards.
6. A registration fee of Php 4,800.00 shall be collected for this 3-day activity, from each participant for food and accomodation. This is to be charged against MOOE or local funds, subject to the usual budget, accounting and auditing rules and regulations, along with the Travel Expenses to be incurred.
7. For clarifications and other concerns, kindly coordinate with Ms. Arianne E. Cejane (Sr.Bkpr/OIC–Budget Office), via email @ [arianne.cejane@deped.gov.ph](mailto:arianne.cejane@deped.gov.ph).
8. Immediate dissemination and compliance of this Memorandum is earnestly desired.

**ELIAS A. ALICAYA, JR.**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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**DIVISION SEMINAR WORKSHOP ON THE RECONCILIATION OF PSIPOP  
AND PAYROLL DISBURSEMENTS VERSUS THE FY 2023 NEP**

**November 9-11, 2022**

**LIST OF TARGET PARTICIPANTS**

	NAME	DESIGNATION	SCHOOL
1	RODELIO M. ESMERNA	ADMINISTRATIVE OFFICER II	DIVISION OFFICE
2	REYLAN L. RANILLO	ADAS II	DIVISION OFFICE
3	JAN CARLO S. REYES	ADAS III	DIVISION OFFICE
4	EDSEL P. PALMERO	ADMINISTRATIVE OFFICER II	DIVISION OFFICE
5	PROCULO P. NADRES	ADAS II	DIVISION OFFICE
6	ROWENA S. ADALIM	ADAS III	DIVISION OFFICE
7	ARIANNE E. CEJANE	ADAS III/OIC-BO III	BUENAVISTA NATIONAL HIGH SCHOOL
8	EDMUNDO R. MARIN JR.	ACCOUNTANT I/OIC-AC III	QUEZON NHS
9	BENJAMIN E. CARABUENA	ADAS III	ABUYON NATIONAL HIGH SCHOOL
10	JASMIN B. DELA VICTORIA	ADAS III	ALABAT ISLAND NATIONAL HIGH SCHOOL
11	VIA MAE L. LUMANGLAS	OIC-ADMINISTRATIVE OFFICER IV	ALABAT ISLAND NATIONAL HIGH SCHOOL
12	MARY GRACE M. CLEMENTES	ADAS III	AMONTAY NHS
13	KIMBERLY V. MAGALONA	ADAS III	ATIMONAN NATIONAL COMPREHENSIVE HIGH SCHOOL
14	LOIDA S. DAMASO	ADAS III	BINULASAN INTEGRATED SCHOOL
15	ELIZABETH T. PALMA	ADAS III	BONDOC PENINSULA AGRICULTURAL HIGH SCHOOL
16	ORLITO A. DECENA	ADAS III	BUKAL SUR NATIONAL HIGH SCHOOL
17	LORNA A. AFABLE	ADAS III	BURDEOS NATIONAL HIGH SCHOOL
18	ARLENE D. ASILO	ADAS III	CABAY NATIONAL HIGH SCHOOL
19	MEDEL G. GARCIA	ADAS III	CALAUAG NHS
20	LYN M. VENDER	SRBK (ADAS III)	CAMFLORA NHS (SAN ANDRES NHS)
21	EVANGELINE A. VIDUYA	ADAS III	CANDA NATIONAL HIGH SCHOOL
22	LOURY FHE M. DURANTE	ADAS III	CONCEPCION NATIONAL HIGH SCHOOL
23	MA. GLORIA I. KAPALUNGAN	ADAS III	DAGATAN NATIONAL HIGH SCHOOL
24	LOTA C. BALITAAN	ADAS III	DOLORES MACASAET NATIONAL HIGH SCHOOL
25	EVELYN P. CEDARIA	ADAS III	DR. PANFILO CASTRO NATIONAL HIGH SCHOOL
26	CRISELDA V. GILBUENA	ADAS III	GUINAYANGAN NATIONAL HIGH SCHOOL
27	ROWENA C. ASINAS	ADAS III	GUMACA NATIONAL HIGH SCHOOL
28	REIVALL B. VALIENTE	ADMINISTRATIVE OFFICER IV	GUMACA NATIONAL HIGH SCHOOL
29	MARY GRACE V. GOROSPE	ADAS III	HONDAGUA NATIONAL HIGH SCHOOL
30	LEONILYN P. CRISOSTOMO	ADAS III	INFANTA NATIONAL HIGH SCHOOL
31	BERNELLY V. DACILLO	OIC-ADAS III	LAMON BAY SCHOOL OF FISHERIES
32	HERMIE V. BALTAN	ADMINISTRATIVE OFFICER IV	LAMON BAY SCHOOL OF FISHERIES
33	LALAINA M. CURIA	ADAS III	LIBO NATIONAL HIGH SCHOOL
34	GLAIZA M. CAHILIG	ADAS III	LOPEZ NATIONAL COMPREHENSIVE HS
35	GLAZEL A. CAPA	ADAS III	LUSACAN NATIONAL HIGH SCHOOL
36	RODOLFO ALLAN C. CORNEJO	ADAS III	LUTUCAN INTEGRATED NHS
37	ANNA ROSE A. TOLENTINO	ADAS III	MALINAO ILAYA INTEGRATED NATIONAL HIGH SCHOOL
38	ARNEL T. DELLOSA	ACCOUNTANT I	MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES
39	LYNNETTE P. MACARAAN	ADMINISTRATIVE OFFICER IV	MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES
40	FRANCIS P. ALVASAN	ADAS III	MARCIAL B. VILLANUEVA NATIONAL HIGH SCHOOL
41	CECILIA P. PARTO	ADAS III	OLONGTAO NATIONAL HIGH SCHOOL
42	JEMIMAH E. OLARTE	ADAS III	PAGBILAO GRANDE ISLAND NHS
43	MARIA AMABELLE B. AYALA	ADAS III	PAGBILAO NATIONAL HIGH SCHOOL
44	REYNIEL M. BANDILLO	ADAS III	PAIISA NATIONAL HIGH SCHOOL
45	MARIBETH J. AFABLE	ADAS III	PARALANG SEKUNDARYA NG LUCBAN IS
46	MANILYN MAE R. SACDALAN	ADAS III	PATNANUNGAN NATIONAL HIGH SCHOOL
47	RONMEL B. MACABANSAG	ADAS III	PEREZ NATIONAL HIGH SCHOOL
48	REALISSA E. GARAY	ADAS III	POLILLO NHS
49	CARLOS J. SANCHEZ	ADAS III	RECTO MEMORIAL NATIONAL HIGH SCHOOL
50	GELLIE MARE F. SEDILLA	ADAS III	SAN ANTONIO NATIONAL HIGH SCHOOL
51	MYLA DL. RESURRECCION	ADAS III	SAN ISIDRO NHS - CATANAUAN
52	CARMELITA P. PENALES	ADAS III	SAN ISIDRO NHS-GENERAL LUNA
53	ROSALYN A. MARIANO	ADAS III	SILANGAN MALICBOY NATIONAL HIGH SCHOOL
54	JAYMER F. INTOY	ADAS III	STA CATALINA NATIONAL HIGH SCHOOL
55	RACHELLE M. CAEG	ADAS III	STO. DOMINGO NATIONAL HIGH SCHOOL
56	MILLARDO A. RAMALLOSA	ADAS III	TONGOHIN NATIONAL HIGH SCHOOL
57	ROSEWINDA C. VILLANUEVA	ADAS III	UNGOS INTEGRATED NATIONAL HIGH SCHOOL
58	VANESSA D. ABELLA	ADAS III	UNISAN INTEGRATED HIGH SCHOOL
59	JELANIE ORIÑA	ADMINISTRATIVE OFFICER IV	QUEZON NHS
60	FRANCIS C. LINGAHAN	ADAS III	GODOFREDO M.TAN MSAT
61	FREDA R. ELEAZAR	ADAS III	TAGKAWAYAN NHS
62	LOURDES M. MAYUGA	ADAS III	TALIPAN NHS





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

10 October 2022

**Regional Memorandum**  
No. 664 s. 2022

**SEMINAR-WORKSHOP ON THE RECONCILIATION OF  
PSI-POP AND PAYROLL DISBURSEMENT VERSUS THE  
FY2023 NATIONAL EXPENDITURE PROGRAM (NEP)**

To **Schools Division Superintendents  
Secondary School Heads**

1. The Department of Education (DepED) is required to prepare and update the Plantilla of Personnel (POP) using the Personal Services Itemization (PSI) prepared by the Department of Budget and Management (DBM) as basis. The PSIPOP serves as the primary data source for manpower information and as basis for determining the Personal Services (PS) budgetary requirements of DepED, thus the number of items in PSI-POP shall be reconciled and properly updated.
2. It is in this premise, the Finance Division will conduct the Seminar-Workshop on the Reconciliation of PSI-POP and Payroll Disbursement Versus the FY 2023 National Expenditure Program (NEP) on October 26-28, 2022 (HOST: Schools Division Office of Antipolo City).
3. This activity aims to validate and reconcile the data generated from the PSI-POP and payroll disbursement in comparison with the FY 2023 National Expenditure Program.
4. A blended orientation (F2F and virtual) will be used in this activity. A minimum of ten (10) participants from the Regional Office Finance Division will be at a separate venue on F2F manner following the health and safety protocols while the others will be attending the virtual/online platform. Link will be sent to the email addresses of the SDO participants who will take charge of dissemination to all secondary schools implementing units. Daily activity will start from 9:00AM
5. Participants in this activity are the Schools Divisions Budget Officers, Accountants, HRMO's, and 3 to 5 additional staff from SDOs; Senior Bookkeepers / School Accountants and AO IV of the Secondary Schools Implementing Units. Please send through email the list of participants not later than October 18, 2022 to [finance.calabarzon@depd.gov.ph](mailto:finance.calabarzon@depd.gov.ph).



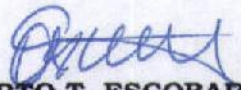
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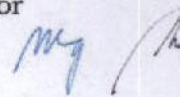
Finance-RM-2022-664





6. Immediate dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



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