



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

UNNUMBERED MEMORANDUM

TO: OIC - Assistant Schools Division Superintendents
CID and SGOD Chiefs
Concerned Secondary School Heads

FROM: ELIAS A. ALICAYA JR, Ed.D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

SUBJECT: Submission of Pertinent Documents for the Renaming of School in the PSIPOP and Transfer of Plantilla Items from the Mother to Newly Separated Annex School with PSIPOP Account

DATE : August 24, 2020

In line with the reconciliation of Enhanced Basic Education Information System (EBEIS) and Personal Services Itemization and Plantilla of Personnel (PSIPOP) data, this office announces the provision of technical assistance thru the submission of pertinent documents for the renaming of schools in the PSIPOP based on the approved legal basis and transfer of plantilla items from the mother school to newly separated annex schools with PSIPOP account subject to the indorsement to DepEd higher governance level and approval by the Department of Budget and Management.

Concerned schools with request for renaming shall submit the following:

1. Approved Legal Basis for the Renaming of School
2. Copy of latest BEIS
3. Request letter for the renaming of schools in the PSIPOP based from the legal basis and BEIS (address to Region IV-A Director Wilfredo E. Cabral thru DepEd Quezon Schools Division Superintendent)

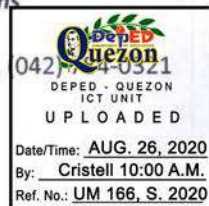
On the other hand, newly separated schools (mother and annex schools) with sharing of teacher resources shall submit the following:

1. Request letter for the transfer of teaching items in the PSIPOP (addressed to Region IV-A Director Wilfredo E. Cabral thru DepEd Quezon Schools Division Superintendent)
2. Agreement Letter from the Principal of Mother School

DEPEDQUEZON-TM-SDS-04-010-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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3. Certification of no objection from the Principal of Mother School (Conformed by the Annex School Heads and Verified by the Planning Officer Marbin Jeramil D. Fragata)
4. Copy of signed plantilla (highlighting teachers to be transferred from the mother to annex school)
5. Teacher's willingness to transfer
6. Teaching loads (certified copy of School Form 7)
7. Official Enrollment by Grade Level SY 2019 – 2020

Concerning schools with transfer of teaching items, teachers to be transferred shall be based on existing Planning Parameters. Incoming/Existing items of the former annex school shall be considered to determine the teachers to be retained in the previous annex school.

Name of Newly Separated School with Plantilla

Name of School (per EBEIS)	Name of School (per Plantilla)	Number of borrowed items	Number of newly created/ existing plantilla position	Suggested number of items to be retained
Adela S. Torres National High School	Sampaloc National High School Extension	4 (borrowed from Sampaloc NHS)	15 (existing items)	4
Paaralang Sekundarya ng Patnanungan Norte	Paaralang Sekundarya ng Patnanungan Norte	6 (borrowed from Patnanungan NHS)	4 (newly created positions)	5
Cagsiyay III NHS	Cagsiyay NHS – Cagsiyay III NHS Extension	2 (borrowed from Cagsiyay I NHS)	1 (newly created positions)	2
Bonbon National High School (Formerly Libo NHS-Bonbon Annex)	Libo National High School – Bonbon Annex	8 (borrowed from Libo NHS)	6 (1 existing, 5 newly created position)	8
Binahaan Integrated School	Binahaan Integrated School	7 (temporarily placed in Silangang Malicboy NHS Plantilla)	1 (newly created positions)	7 (temporarily placed in Silangang Malicboy NHS Plantilla)
Lubayat National High School (Formerly Ungos NHS - Lubayat Extension Class)	Ungos NHS (Extension Classes in Libuyat)	16 (borrowed from Ungos NHS)	6 (newly created positions)	10
Sariaya National high School	Sariaya National High School	4 (borrowed from Canda NHS)	1 (newly created positions)	4
Lalig NHS (Recto Mem. NHS – Annex (Brgy. Lalig))	Recto Memorial NHS – Annex (Barangay Lalig)	18 (borrowed from Recto MNHS)	9 (newly created positions)	10

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San Pedro NHS – formerly buenavista NHS - Annex	Buenavista NHS – San Pedro NHS Annex	6 (borrowed from Buenavista NHS)	2 (newly created positions)	4
Mabunga National High School	Mabunga National High School	7 (temporarily placed in Sto. Niño NHS Plantilla)	1 (newly created positions)	7 (temporarily placed in Sto. Niño NHS Plantilla)
Jongo National High School	Cogorin Ibaba NHS – Jongo Extension	8 (borrowed from Cogorin Ibaba NHS)	3 (newly created positions)	7
Cesar C. Tan Memorial National High School		17 (17 borrowed and 2 temporarily placed in Evaristo Macalintal NHS plantilla)		14
CB Encarnado IS		2 (temporarily placed in Alabat INHS Plantilla)		2 (temporarily placed in Alabat INHS Plantilla)
Apad Jomalig NHS		7 (temporarily placed in Jomalig NHS Plantilla)		7 (temporarily placed in Jomalig NHS Plantilla)

Complete documents are expected to be submitted to the SGOD - Planning and Research Unit thru the Records Section on September 18, 2020 subject for indorsement to and possible approval of higher governance level, Region and Central level of DepEd and DBM.

It is understood that this issuance is for technical assistance only. Concerned schools are expected to regularly open their communication channels for any updates or additional documentary requirements regarding this matter if needed.

Strict compliance to this Memorandum is desired.

parmjdf08/24/2020

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Registration Number:
GAC/R63/0216



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The following teachers from _____ Name of School (Mother School) _____ with school ID _____, whose Name, Plantilla Item Numbers, Station Code and Signatures appear below, express their willingness to be transferred to _____ Name of School (Former Annex School) _____ with School ID _____.

No.	NAME	PLANTILLA ITEM NUMBER	FROM	STATION CODE	TO	SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Noted:

School Head (Mother School)

School Head (Previous Annex School)

VALIDATED BY:

MARBIN JERAMIL D. FRAGATA
Planning Officer III

DEPEDQUEZON-TM-SDS-04-025-003



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