



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



October 11, 2021

Regional Memorandum

**SEMINAR-WORKSHOP ON THE RECONCILIATION OF PSI-POP AND PAYROLL
DISBURSEMENT VERSUS THE FY 2022 NATIONAL EXPENDITURE PROGRAM (NEP)**

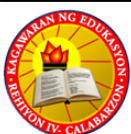
To **Schools Division Superintendents
Secondary School Heads
Other Concerned**

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 2022 National Expenditure Program (NEP) on October 25-29, 2021 (HOST: Schools Division Office of Rizal).
3. 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 on a platform and link which will be sent to the email addresses of the participants.
4. Participants to this activity are the Schools Divisions Budget Officers, Accountants, HRMO's, 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, 2021 to finance.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director



fd/lae



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