

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 .

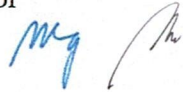


Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@depd.gov.ph
Website: depdcalabarzon.ph



6. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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