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
  PSI/POP 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@deped.gov.ph.

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Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph
6. Immediate dissemination of this Memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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