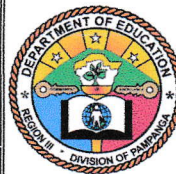




Republic of the Philippines  
 Department of Education  
 Region III – Central Luzon  
**SCHOOLS DIVISION OFFICE OF PAMPANGA**  
 High School Blvd. Brgy. Lourdes, City of San Fernando



Document Code:  
SDOPAMP-QF-OSDS-002

Revision: 00

Effectivity date: 05-08-18

**Name of Office:**  
 Office of the Assistant Schools  
 Division Superintendent - Secondary

**DIVISION MEMORANDUM NO. 492, S. 2018**

**TO :** OIC – Assistant Schools Division Superintendent – Secondary  
 Planning Officer  
 Administrative Officer of Personnel Unit  
 Heads of Public Secondary Schools

**FROM :** Office of the Schools Division Superintendent

**SUBJECT :** Meeting with DBM Personnel re Teacher Deployment and Plantilla of Secondary Schools

**DATE :** October 16, 2018

1. The requests for authority to fill vacant items in the Secondary Level of this Schools Division Office are not being approved by the DepEd Regional Office because of issues on teachers' deployment and plantilla of personnel.
2. To clarify this decision of the DepEd RO-III and Department of Budget and Management and to find solution to this problem, a meeting with the Chief Budget Specialist of the DBM Regional Office III is set on October 23, 2018 at 8:00 – 12:00 at Diosdado Macapagal High School Mexico.
3. The participants to the meeting include the ASDS of the Secondary, Planning Officer, AO of the Personnel Unit and the heads of public secondary schools.
4. Participants are required to bring copies of the school's plantilla of personnel and latest Form 3.
5. A registration fee of Three Hundred Pesos (Php300.00) will be collected from the 119 school heads to defray the food and other incidental expenses to be charged against school or canteen funds. The APPSHP treasurer and auditor are requested to prepare the financial report.
6. 100% attendance of the 119 school heads is highly enjoined.
7. Immediate and wide dissemination of this memorandum is desired.

*[Signature]* 10/16/18  
**LEONARDO D. ZAPANTA, Ed. D., CESO VI**  
 Schools Division Superintendent

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