
	Republic of the Philippines Department of Education Region III - Central Luzon SCHOOLS DIVISION OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDO-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>646</u>, S. <u>2018</u>		Name of Office: Health & Nutrition Unit

TO : SCHOOL HEALTH SECTION STAFF
 FROM : Office of the Schools Division Superintendent
 SUBJECT: Program Implementation Review (PIR) on Oplan Kalusugan sa DepED (OKsaDepED)
 DATE : December 17, 2018



You are hereby requested to attend the PIR on OK sa DepED to revisit and address all the issues and concerns encountered within the year 2018.

For your strict compliance.

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LEONARDO D. ZAPANTA, Ed.D., CESO VI
 Schools Division Superintendent

[Handwritten Signature]



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	DIVISION MEMO. NO. <u>447</u>, S. 2018		Name of Office: OSDS

TO : Secondary School Principals/ OICs/Others Concerned

FROM : The Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF DATA OF SCHOOL PERSONNEL ON JOB ORDER, CONTRACT OF SERVICE, MOA STATUS**

DATE : December 12, 2018

1. In reference to Civil Service Commission Inventory of Government Human Resources (IGHR) and Building up of Plantilla of Personnel Database, all Elementary and Secondary Schools are requested to submit the needed data using the attached template. The cut-off date of data to be included in the report will be as of December 31, 2018. The data/information generated will be used in the 2020 House budget.

2. The prescribed excel template must be filled-up in soft copy and submit to their respective District Offices for Elementary. District ADASs will consolidate the report per school for submission to the division office. Secondary schools will submit individual reports. Submission of consolidated district and school report to the division shall be done via email: pampersonnelfiles@gmail.com on or before December 20, 2018.

Subject: IGHR_2019_SCHOOL NAME_DISTRICT NAME

3. Below are the guidelines on how to accomplish the excel template on JO/COS/MOA, Casual, Contractual and Plantilla of Personnel Database.

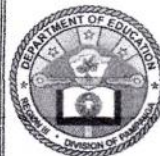
GUIDELINES ON HOW TO ACCOMPLISH THE TEMPLATE ON JO/COS/MOA DATA/INFORMATION:

- 3.1 Proceed to <https://goo.gl/i82d83>
- 3.2 Download the template. Notice that there are three (3) sheets:
 - List of JOs_COS_MOA
 - References

**** Do not delete any of the two (2) sheets.**
- 3.3 Accomplish the first and second (if applicable) sheets properly by following the instructions in the attached guidelines.
 - 3.3.1 Do not forget to enter the name of the School and District (Elem) or Cluster (Secondary) and Level under column M, N, and O.
 - 3.3.2 The format for the "Date of Birth" is MM/DD/YYYY (e.g. 01/01/1991)
 - 3.3.3 Select "Male" or "Female" under Column F (Sex) using the dropdown list.
 - 3.3.4 For the "Level of Eligibility", please select from the dropdown list ("1st Level", "2nd Level", "3rd Level", "No Eligibility")
 - 3.3.5 For the "Work Status", please select from the dropdown list ("Job-Order", "Contract of Service", "MOA" – in the first sheet, while in the second sheet, the options are "Casual" and Contractual")
 - 3.3.6 For the "No. of Years of Service", please enter whole numbers only. Fractions and decimals will not be accepted.
 - 3.3.7 The "Nature of Work" is divided into two columns. The first column is dropdown list of the nature of work ("Clerical Services", "Health and Allied Services", "IT Services", "Janitorial Services", "Security Services", Teaching Services", "Technical Services", "Trades and Crafts/Laborer", and "Others"). The



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second column under nature of work is for the specific work assignment. For example, the nature of work is Teaching Services; Teacher I/II/III is entered in the column k.

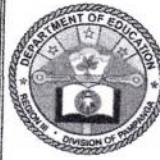
GUIDELINES ON HOW TO ACCOMPLISH THE TEMPLATE PLANTILLA OF PERSONNEL:

Guidelines on How to Accomplish the Plantilla template	
No.	What and How to Enter
1	Enter your organizational unit in column 1. In most cases, it is the agency/department name. In LGUs, it is the Office name (e.g. Office of the Mayor, Office of the Governor)
2	Enter the plantilla item number in column 2. Please ensure that this number is unique per item in your Office.
3	Enter the position title in column 3 or you may select from the dropdown list.
4	Enter the salary grade in column 4. Please DO NOT includes the word "SG". Simply enter the salary grade number.
5	Enter the authorized annual salary in column 5.
6	Enter the actual annual salary in column 6.
7	Enter step increment number in column 7.
8	Enter the area code (Regional code) in column 8, but you may leave it blank.
9	Enter the area type (R - "Region", P - "Province", D - "District", M - "Municipality", F - "Foreign Post") in column 9, but you may leave it blank.
10	In column 10, select the position level from the dropdown list (K - "Key positions", A - "Administrative positions", S - "Support to Key positions", and T- "Technical positions")
11	Enter the employee's complete last name in column 11.
12	Enter the employee's complete first name in column 12.
13	Enter the employee's complete middle name in column 13, if any.
14	Enter either "M" or "F" in column 14 the employee's sex or you may select from the dropdown list.
15	Enter the employee's birth date in column 15 using the format YYYY-MM-DD.
16	Enter the employee's TIN in column 16, if any.
17	Enter the employee's UMID number in column 17, if any.
18	Enter the employee's date of original appointment in column 18 using the format YYYY-MM-DD.
19	If applicable, enter the employee's date of last promotion/appointment in column 19 using the format YYYY-MM-DD.
20	In column 20, select the employee's appointment status from the dropdown list. P - "Permanent", E - "Elected", T - "Temporary", CT - "Co-terminous", and PA - "Presidential Appointee".
21	In column 21, enter the employee's career service eligibility or you may select it from the dropdown list. Please provide one (1) type of eligibility only. You can use column 22 for the additional eligibilities.
22	The column 22 is for any remarks/comment like additional career service eligibilities or any information about the employee which are not found in some of the dropdown lists.

Note: For more information on how to properly accomplish the plantilla template, please refer to DBM National Budget Circular No. 579 dated October 21, 2013.



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4. The options in the dropdown lists are the ONLY acceptable data. Never modify any of the data from the dropdown list. Do not enter data not in the dropdown list.
5. MS-Excel compatibility issues may cause not to display drop-down menu in the downloaded copy of the template, in case this happens, just select the options from the number 3.3.1 to 3.3.7 instructions.
6. For information, wide dissemination and 100% compliance of all concerned.


LEONARDO D. ZAPANTA, Ed. D, CESO VI
 Schools Division Superintendent

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