




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 21, 2024

DIVISION MEMORANDUM
No. 44ds. 2024

To: Secondary School Principals (Autonomous)
Newly hired personnel in-charge of PSIPOP Management
All others concerned

1. This is to announce that there will be an orientation for newly hired Plantilla encoders on December 3, 2024, 8:30 am at the 3rd Floor Conference Hall, DepEd Building, this Schools Division.
2. This activity aims to:
 - Introduce PSIPOP to new employees responsible for Plantilla Management
 - Offer technical assistance to newly assigned Plantilla encoders.
 - Provide hands-on training in system encoding, configuration, and troubleshooting.
3. Participants are reminded to bring the following for the hands-on activities.
 - Laptop (at-least core i3 processor) with Microsoft edge installed and portable Wi-fi device.
 - Copy of appointment, service record and personal data sheet of all employees.
4. Expenses to be incurred in the conduct of the said activity shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached to this memorandum are the following.
 - a. List of Participants
 - b. Program of Activities
6. For information and wide dissemination.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

HR/hrmo



Address: Provincial Capitol Compound, Brgy. Guinhawa,
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Enclosure to Div.Memo. No.5402024

LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL
1	Tantoco, Laiza D.	Administrative Assistant II	Dr. Felipe De Jesus NHS
2	Domingo, Jennifer E.	Administrative Assistant II	Jaime J. Vistan HS
3	Sancha, Rizalyn J.	Administrative Assistant II	Taal HS
4	Santiago, Arlene A.	Administrative Assistant II	Julian Sumbillo MHS
5	Mercado, Revelie S.	Administrative Assistant II	Angat NHS
6	Roque, Christine Aurea G.	Administrative Assistant II	San Francisco Xavier HS
7	Dela Peña, Ma. Arlene S.	Administrative Assistant II-SHS	Doña Candelaria MDNHS
8	Garcia, Jinky C.	Administrative Assistant III	Akle HS
9	Pascual, Lucia B.	Administrative Officer II-SHS	Sta. Lucia NHS
10	Cruz, Catrina Ann C.	Administrative Assistant II	Laura De Leon HS
11	Manota, Glenda	Administrative Assistant II	Salapungan NHS
12	Bulaong, Shiela May C.	Administrative Assistant II	JJ Mariano MHS
13	John Ashley V. Martinez	Administrative Assistant II	Frances NHS

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	PERSON IN CHARGE
8:30-9:00 am	Registration	TWG
9:00-9:15 am	Preliminaries	TWG
9:16 am-9:30am	Opening Remarks	Josefina S. Pedroche, AO V
9:31am-12 noon	PSIPOP Management	Victoria O. Madrigal , AO IV (HRMO)
	Hands-on Activities	Loradel B. Pasco, AO II
	Question and Answer	
	Technical Assistance	
12:00 noon-1:00 pm	Lunch Break	
1:00 pm-2:00 pm	Uploading	Participants



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