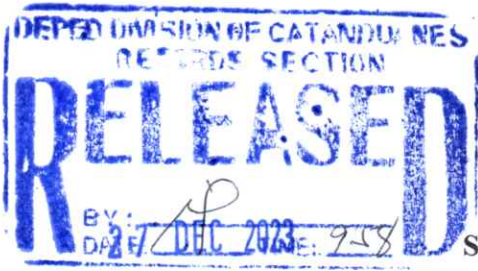




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-12-27-2023/MBL

TO : Secondary School Heads of IU's  
Administrative Officers of IU's  
All Others Concerned

FROM :   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT : **SUBMISSION OF UPDATED PERSONAL SERVICES  
ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)  
FY 2023**

DATE : December 27, 2023

1. Administrative Officers and School Heads of Implementing Units are advised to update the PSIPOP for Fiscal Year 2023.
2. One (1) hard copy (printed in 8.5" x 13" coupon bond) duly approved by the Schools Division Superintendent should be submitted to the Human Resource Management Office not later than **January 5, 2024**.
3. For guidance and strict compliance.

MBL/UM-Submission of Updated PSIPOP FY 2023  
\_\_\_\_/December 27, 2023



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