



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

08 MAY 2023

DIVISION MEMORANDUM  
NO. 305 s. 2023

**MONTHLY UPDATING OF PERSONAL SERVICES ITEMIZATION AND PLANTILLA  
OF PERSONNEL (PSIPOP) FOR STEP INCREMENT**

TO: Assistant Schools Division Superintendents  
Division Chiefs  
Public School District Supervisors/ District In-Charge  
Public Elementary/Secondary School Heads  
All Others Concerned

1. The updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP) will serve as the basis for determining the Personnel Services requirement, allocating the budget, monitoring, reporting, and evaluating department/agency performance.
2. To ensure reliable data and guarantee monthly updating on the PSIPOP, the District Non-Teaching PBB Focal Persons are requested to submit a list of Teaching and Non-Teaching personnel who are qualified for STEP INCREMENT.
3. Submission is **every 15<sup>th</sup> of the month from May 2023 onwards**. Please see enclosure 1 for uniform template.
4. Submit only a soft copy to [analou.saga@deped.gov.ph](mailto:analou.saga@deped.gov.ph). Late submissions will require a letter of explanation addressed to the Schools Division Superintendent.
5. For inquiries and clarifications concerning this matter, you may contact the HRMU at (035) 422-0267.
6. For information, guidance, and strict compliance of all concerned.

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS, Ed.D, JD**  
OIC - Assistant Schools Division Superintendent  
Office In-Charge

SPP/AdsP/LBY/jad  
May 8, 2023



**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-2376 / 422-7644  
**Email Address:**negros.oriental@deped.gov.ph

### UPDATING OF PSIPPOP FOR STEP INCREMENT

For the Month of \_\_\_\_\_ 2023

| DISTRICT | SCHOOL | NAME<br>(Last Name, First Name, MI) | ITEM NUMBER | STEP INCREMENT |    | EFFECTIVE DATE |
|----------|--------|-------------------------------------|-------------|----------------|----|----------------|
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PREPARED BY:

NOTED BY: