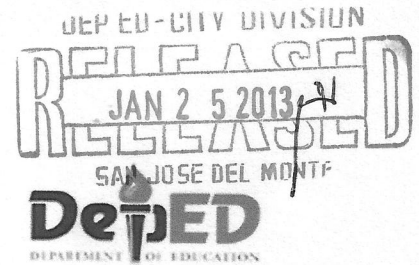




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



January 25, 2013


DIVISION MEMORANDUM

No. 10 s. 2013

To: Public Schools District Supervisors
Public Elementary/Secondary School Heads/OICs

**SUBMISSION OF PUBLIC SCHOOL TEACHERS' DATA FOR THE
PERSONAL SERVICES ITEMIZATION PERSONNEL (PSIPOP)
UNDER THE WEB-BASED APPLICATION SYSTEM**

1. This office informs the field on the submission of Public School Teachers' Data for the Personal Services Itemization Personnel (PSIPOP) under the web-based Application System on January 30, current at the Division Personnel Unit.
2. The said Teachers' Data (Nationally funded and Local School Board (LSB) paid) will be used as reference for the updating of the Region and Central Office Personnel Files.
3. Enclosure No.1 is the format for your reference.
4. Immediate and wide dissemination of the contents of this Memorandum is enjoined.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

NOTE: Inputs should be all capslock. Thank you po :)

LIST OF LOCAL SCHOOL BOARD TEACHERS

	REGION	DIVISION	DISTRICT	SCHOOL	NAME	DESIGNATION	DATE OF BIRTH			AGE	SEX	CONTACT DETAILS	MAILING ADDRESS	EMAIL ADDRESS
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Prepared by:

NAME
DESIGNATION

Certified Correct by:

NAME
DESIGNATION

NOTE: Inputs should be all capslock. Thank you po :)

LIST OF PUBLIC SCHOOL TEACHERS

	REGION	DIVISION	DISTRICT	SCHOOL	NAME	DESIGNATION	DATE OF BIRTH			AGE	SEX	CONTACT DETAILS	MAILING ADDRESS	EMAIL ADDRESS
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