



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 22, 2021

**REGIONAL MEMORANDUM**

No. **009203**, s. 2021

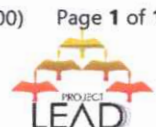
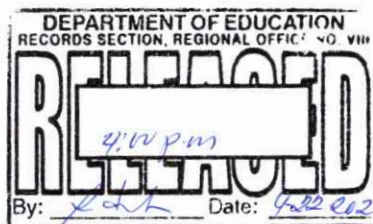
**PREPARATION OF THE TIER II PERSONNEL SERVICES (PS) LEVEL**

To: Schools Division Superintendents  
Division HRMO  
Division Budget Officers  
All Others Concerned

1. Attached is an **Advisory from the Department of Budget and Management Region VIII**, entitled "**GOVERNMENT MANPOWER INFORMATION SYSTEM (GMIS) ADVISORY – PREPARATION OF THE TIER II PERSONNEL SERVICES (PS) LEVEL**", for information and appropriate action of all concerned.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

**MA. GEMMA MERCADO LEDESMA**  
Regional Director

FD-GJF





### ACTION SLIP

- |  |   |
|--|---|
| <input type="checkbox"/> Assistant Regional Director     | <input checked="" type="checkbox"/> For appropriate action  |
| <input type="checkbox"/> Legal Unit                      | <input type="checkbox"/> For comment/<br>recommendation   |
| <input type="checkbox"/> ICT Unit                        | <input type="checkbox"/> For notation   |
| <input type="checkbox"/> Public Affairs Unit             | <input type="checkbox"/> For your information   |
| <input type="checkbox"/> Curriculum and Learning Mgt Div | <input type="checkbox"/> For initial  |
| <input type="checkbox"/> Learning Resource Mgt Section   | <input type="checkbox"/> For filing   |
| <input type="checkbox"/> Education Support Services Div  | <input type="checkbox"/> Please prepare reply/<br>endorsement   |
| <input type="checkbox"/> School Health Section           | <input type="checkbox"/> Please see me about this   |
| <input type="checkbox"/> Education Facilities Section    | <input type="checkbox"/> Please give preferential attention   |
| <input type="checkbox"/> Programs and Services Section   | <input type="checkbox"/> Please let us confer on this   |
| <input type="checkbox"/> Field Technical Assistance Div  | <input type="checkbox"/> Please handle this   |
| <input type="checkbox"/> Quality Assurance Div           | <input type="checkbox"/> For investigation/verification/<br>validation                                  |
| <input type="checkbox"/> Human Resource Dev't Div        | <input type="checkbox"/> For information dissemination to<br>Division Offices/ concerned per-<br>sonnel |
| <input type="checkbox"/> Policy, Planning & Research Div | <input type="checkbox"/> Please attend  |
| <input type="checkbox"/> Administrative Division         | <input type="checkbox"/> For distribution   |
| <input type="checkbox"/> Cash Section                    | <input type="checkbox"/> For posting in the bulletin board  |
| <input type="checkbox"/> Payroll Services                |   |
| <input type="checkbox"/> Personnel Section               |   |
| <input type="checkbox"/> Records Section                 |   |
| <input type="checkbox"/> Property & Supply Section       |   |
| <input type="checkbox"/> General Services Unit           |   |
| <input checked="" type="checkbox"/> Finance Division     |   |
| <input type="checkbox"/> Accounting Section              |   |
| <input type="checkbox"/> Budget Section                  |   |
| <input type="checkbox"/> BAC                             |   |

Remarks: \_\_\_\_\_

**MA. GEMMA MERCADO LEDESMA**  
Regional Director

7 1 APR 2021



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PHILIPPINES  
HUMAN RESOURCE MANAGEMENT  
DIVISION VIII

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION, REGIONAL OFFICE NO. VIII  
**APR 20 2021**  
BY: \_\_\_\_\_ TIME: \_\_\_\_\_

**PARATION ADVISORY**  
2021

**ERINTENDENT**

4-20-21 5:00  
21 APR 2021 5:35

DEPARTMENT OF EDUCATION - REGIONAL OFFICE VIII  
FINANCE DIVISION  
9/21/2021 9:05 pm  
DATE

**ATTENTION: FMO/Budget Officer/HRMO**

FROM: **The Regional Director, DBM ROVIII**

SUBJECT: **Government Manpower Information System (GMIS) Advisory-  
Preparation of the Tier II Personnel Services (PS) Level**

- 1.0 This advisory is being issued as part of the budget preparation activities for the FY 2022 National Expenditure Program (NEP).
- 2.0 To ensure a seamless and synchronized process, DBM ROVIII is expected to complete the processing of all staffing actions and other GMIS-related transactions such as the processing of Notice of Organization, Staffing and Compensation Action (NOSCA) transactions, as well as the uploading of the latest Personnel Services Itemization and Plantilla of Personnel (PSIPOP) to the GMIS **on or before May 5, 2021.**
- 3.0 Please note that access to the GMIS will be **restricted** after the prescribed period, and access to the e-PSIPOP/GMIS shall be made available when the restriction is

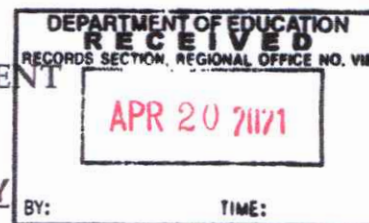
OKED  
4/16/21





002814

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII



**REGIONAL BUDGET PREPARATION ADVISORY**

April 15, 2021

FOR:

**THE SCHOOLS DIVISION SUPERINTENDENT**

- Division of Baybay City
- Division of Biliran
- Division of Borongan City
- Division of Calbayog City
- Division of Catbalogan City
- Division of Eastern Samar
- Division of Leyte
- Division of Maasin City
- Division of Northern Samar
- Division of Ormoc City
- Division of Samar
- Division of Southern Leyte
- Division of Tacloban City



**The Regional Directors**  
DEPED REGIONAL OFFICE VIII

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Handwritten notes: 04/16/21, 4/16/21

lifted with the issuance of an advisory from the Organization, Position Classification and Compensation Bureau (OPCCB) DBM Central Office.

- 4.0 Anent to this, **submission of requests for staffing modification shall be until April 19, 2021, and updating of e-PSIPOP shall be made on or before April 30, 2021** to give us ample time to upload all edited PSIPOP.
- 5.0 For information and guidance.

  
**IMELDA C. LACERAS, CESO III**