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

October 23, 2023

**REGIONAL MEMORANDUM**

No. **1174**, s. 2023

**TEMPORARY SUSPENSION OF THE UPDATING OF PLANTILLA POSITIONS  
IN THE PERSONAL SERVICES ITEMIZATION AND PLANTILLA  
OF PERSONNEL (PSIPOP) APPLICATION**

To: Schools Division Superintendents  
Division HRMOs  
All Others Concerned

- Attached is an Advisory from the Regional Director, Department of Budget and Management, Region VIII dated October 16, 2023 with the subject: **Temporary Suspension of the Updating of Plantilla Positions in the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) Application**, starting October 11, 2023 until December 29, 2023.
- The Schools Division Offices through the personnel-in-charge of updating agency's PSIPOP are enjoined to visit the Office of the DBM for technical assistance for access and updating the PSIPOP during the temporary suspension.
- Attached is a template on the updating of Agency's Official Contact Details for submission to DBM.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosure: Advisory dated October 16, 2023

Reference: Advisory dated October 16, 2023

To be indicated in the Perpetual Index under the following subjects:

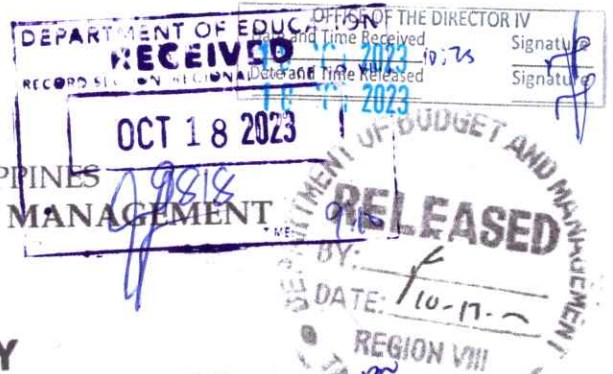
PLANTILLA  
UPDATING  
SUSPENSION

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII



**ADVISORY**  
October 16, 2023

For : **The Regional Director and District Engineers, Department of Public Works and Highways VIII;**

**The Regional Director and Chiefs of Hospitals/Medical Centers, Department of Health VIII;**

**The Presidents, State Universities and Colleges VIII;**

**The Regional Director, Schools Division Superintendents and School Principals/Heads of Direct Release Schools/Implementing Units, Department of Education VIII;**

**The Regional Director and Vocational School Administrators, Technical Education and Skills Development Authority VIII; and**

**The Regional Director, Commission on Higher Education VIII**

From : The Regional Director  
DBM RO VIII

Subject: **TEMPORARY SUSPENSION OF THE UPDATING OF PLANTILLA POSITIONS IN THE PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) APPLICATION**

- 1.0 For security preventive maintenance, access to PSIPOP is suspended temporarily for Fifty-Four (54) working days starting **October 11, 2023 until December 29, 2023.**
- 2.0 In the meantime, access to PSIPOP will be granted to selected authorized personnel to ensure public service continuity. Accordingly, updating of plantilla personnel in the PSIPOP may be done through the network connectivity of DBM offices.
- 3.0 In view thereof, the personnel-in-charge of updating the agency's PSIPOP are enjoined to **visit this Office for technical assistance in order to access and update the PSIPOP during the temporary suspension.**

Villa Ruiz, Brgy. 77, Marasbaras, Tacloban City  
Telephone Number/s (053) 888-0531, 888-0548 and 888-0423 | [www.dbm.gov.ph](http://www.dbm.gov.ph)

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10/18/23

**ANNEX A**

**AGENCY'S OFFICIAL UPDATED CONTACT DETAILS**

DEPED DIVISION OF \_\_\_\_\_

AGENCY	HEAD OF AGENCY				CONTACT NUMBER	EMAIL ADDRESS
	NAME	SEX		DESIGNATION		
		MALE	FEMALE			

Prepared by: \_\_\_\_\_  
Noted by: \_\_\_\_\_