



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 28 2022

MEMORANDUM
No. 217, s. 2022

Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP)

To: School Principals of Implementing Unit
IUs Administrative Officers
IUs Schools Human Resource – Incharge
Administrative Officer V

1. Pursuant to NBC No. 549 ***Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System***, and DO No. 63 s. 2009 ***Guidelines for the implementation of the Electronic Updating of DEPED PSIPOP***, for the purpose of proper updating and monitoring of plantilla of the agency as basis for determining Personnel Service requirement, the Schools Division Office will request for the resetting of the accounts of all the Implementing Units and SDO Proper GMIS accounts.
2. In line with the resetting of GMIS account, the Implementing Units are enjoined to provide the data needed for the request. Upon resetting of the GMIS account, the attached Process Flow of updating the PSIPOP will be implemented.
3. Deadline of submission of Account request template is on September 30, 2022.
4. For your guidelines and strict compliance.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

References:

DepEd Order No. 63 s. 2009
National Budget Circular No. 549

Annex "A" – Template for GMIS ACCOUNT REQUEST/RESET
Annex "B" – GMIS PROCESS FLOW

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

PLANTILLA PERSONNEL
HR-AMF/ MEMO/ 217/ September 27, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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Annex A - TEMPLATE FOR GMIS ACCOUNT REQUEST/RESET

NO.	Department	Division Office	Implementing Unit	Item Number	Name <small>(Surname, First Name, Middle Initial)</small>	POSITION / DESIGNATION	E-mail Address <small>(Official DepEd Email Address only)</small>	Existing GMIS ACCOUNT							
								END USER		VERIFIER		APPROVER LEVEL 1		APPROVER LEVEL 2	
								USERNAME	PASSWORD	USERNAME	PASSWORD	USERNAME	PASSWORD	USERNAME	PASSWORD
1	DEPED	MUNTINLUPA													
2	DEPED	MUNTINLUPA													
3	DEPED	MUNTINLUPA													

Prepared By:

Reviewed By:

Approved By:



Republic of the Philippines
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ANNEX B

GMIS PROCESS FLOW

GMIS ACCOUNT	ACTION	IMPLEMENTING UNIT	DIVISION OFFICE
END USER	EDITING / UPDATING	SCHOOL AO / SCHOOL HR INCHARGE	ADMIN ASSISTANT III
REVIEWER	REVIEWING & UPLOADING	SCHOOL HEAD	ADMIN OFFICER IV/HRMO
APPROVER 1	APPROVING	ADMIN OFFICER V / ADMIN OFFICER IV-HRMO	ADMIN OFFICER V
APPROVER 2	APPROVING	SCHOOLS DIVISION SUPERINTENDENT	SCHOOLS DIVISION SUPERINTENDENT

