



JUN 15 2009

DepED ORDER
No. **63**, s. 2009

GUIDELINES FOR THE IMPLEMENTATION OF THE ELECTRONIC
UPDATING OF DEPED PSIPOP

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools
All Others Concerned

1. The Department of Education (DepED) is required to prepare the Plantilla of Personnel (POP) using the Personal Services Itemization (PSI) prepared by the Department of Budget and Management (DBM) as basis. The PSIPOP serves as the primary data source for manpower information and as basis for determining the Personal Services (PS) budgetary requirements of DepED.

2. In order to streamline the process, the updating of the PSIPOP of DepED which consists of the Central Office (CO), Regional Offices (ROs), Division Offices (DOs) and Secondary Schools (SS) shall be done electronically by way of sharing files in the Government Manpower Information System (GMIS) database initially through e-mail. There is a plan to later link the system with the Human Resource Information System (HRIS) which is due for full implementation by December 2009.

3. DepED and the DBM have signed a joint Memorandum of Agreement (MOA) dated February 27, 2009, which covers the business rules and procedural guidelines to be adhered to both by DepED and DBM for the electronic updating of the PSIPOP, covering the following:

a. Technical and Manpower Requirements

- The regional and division offices and all secondary schools should have internet connectivity to be able to access the PSIPOP data from DBM. If the secondary school or division office does not have internet access, internet cafes in cities or urban areas can be utilized in sending the email to concerned DepED or DBM offices;

- Secondary schools can copy and save their respective PSIPOP data in storage devices such as USB, CD or external hard disk;
- b. The Technical Service (TS) has created official email accounts for the regional and division offices. These official email accounts shall be used in receiving the PSIPOP and in sending the updated/corrected PSIPOP to concerned DepED or DBM offices. DepED Order No. 52, s. 2009 provides the list of official email accounts;
 - c. Secondary schools shall use their existing email addresses in receiving and sending their own PSIPOP data. However, secondary schools will utilize the official email address of the division office in sending their updated PSIPOP;

The updating and printing of their PSIPOP data shall be done at the division office if secondary schools do not have the necessary equipment; and

- d. Regional and division offices and secondary schools must provide the personnel and equipment required for the electronic updating of the PSIPOP. The equipment shall consist of personal computers with at least Microsoft Office Excel 97 to MS Office 2003 version and a printer capable of handling B4 paper for the printing of PSIPOP.

4. The following shall be the signatories to the PSIPOP:

Function	Secondary School	Division Office	Regional Office
Prepared by:	Principal/OIC	Human Resource Mgmt. Officer	Designated Official of Admin. Officer
Reviewed by:	Schools Division Superintendent	Schools Division Superintendent	Human Resource Mgmt. Officer
Approved by:	Regional Director	Regional Director	Regional Director

- a. The principal assigned in the secondary school during the time of PSIPOP updating shall sign the PSIPOP of that school even if the item of the principal is in another school; and
- b. All signatories in the PSIPOP shall be held accountable and responsible for any discrepancy or error in the data contained in the PSIPOP and in the faithful and strict adherence to the provisions of this DepED Order.

5. The flow of data submission shall be strictly followed as shown in the enclosed flow chart. The print-out of the PSIPOP shall bear the official DepED logo and that of the originating office (regional or division or secondary school).
6. Appropriate sanctions for errors/discrepancies/omissions/delayed submission shall be applied as follows:
 - a. For entries with incomplete or erroneous data, the actual salary of the incumbent shall automatically be reverted to Step 1 of the authorized salary; and
 - b. For delayed submission, budget for personal services shall be based on the previous calendar year's personal services budget.
7. Enclosed to this Order are the following:
 - a. Memorandum of Agreement
 - b. Business Rules
 - c. Procedural Guidelines
 - d. DepED PSIPOP Process Flow
8. Personnel involved in the updating of PSIPOP shall undergo training to be conducted jointly by the DepED and DBM regional offices. The PSIPOP data shall be sent and downloaded by the DBM through e-mail after the training.
9. The electronic updating of the PSIPOP shall commence with the CY 2009 PSIPOP. Regional directors and schools division superintendents are enjoined to ensure the implementation and compliance to the requirements of the system.
10. Immediate dissemination of this Order is directed.


JESLI A. LAPUS
Secretary

Encls.: As stated
Reference: DepED Order: Nos. 50 and 52, s. 2009
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
EMPLOYEES
INFORMATION TECHNOLOGY

OFFICIALS
PROJECTS

MEMORANDUM OF AGREEMENT

**Electronic Updating of DepED Personal Services Itemization and Plantilla
of Personnel (PSIPOP)**

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement executed by and between:

DEPARTMENT OF EDUCATION, a national government agency duly organized and existing under the laws of the Philippines with principal office at the DepED Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its Secretary, **JESLI A. LAPUS**, hereinafter referred to as "**DepED**".

- and -

DEPARTMENT OF BUDGET AND MANAGEMENT, also a national government agency duly organized and existing under the laws of the Philippines with principal office at General Solano St., San Miguel, Manila, Philippines, represented herein by its Secretary, **ROLANDO G. ANDAYA, JR.**, hereinafter referred to as "**DBM**".

Unless otherwise referred to individually, DepED and DBM shall collectively be referred to as the "**PARTIES.**"

- RECITALS -

WHEREAS, the DBM under Executive Order No. 292, also known as the Revised Administrative Code of 1987, is tasked with the responsibility of preparing the Personal Services Itemization (PSI) of all national government agencies in support of the General Appropriations Act;

WHEREAS, national government agencies, such as DepED, are tasked to prepare the Plantilla of Personnel (POP) using the PSI as basis;

WHEREAS, the PSIPOP serves as primary data source for manpower information and basis for determining the Personal Services (PS) budgetary requirement of national government agencies;

WHEREAS, the PSIPOP also serves as one of the documents of DepED in determining available plantilla positions for the purpose of appointments of personnel to specific positions;

*DepEd DBM Memorandum of Agreement
Updating of the PSIPOP Database through E-mail System*

WHEREAS, the annual updating of the PSIPOP entails input controls that rely on manual input of data and heavy transactional process of approval which requires considerable time and resources to administer on the part of the DBM and a significant portion of DepED's corporate management work;

WHEREAS, DepED's personnel complement constitutes nearly half of the total manpower of the national government;

WHEREAS, DepED's PS budget allocation contains various lump-sum appropriations for staffing modifications which are processed all year round such as upgrading of positions through the Equivalent Record Forms (ERFs); conversion to Master Teacher positions; creation and reclassification of teaching and non-teaching positions; filling, transfer and regularization of positions, etc.;

WHEREAS, in order to streamline the process, the updating of the PSIPOP of DepED, which is comprised of the Central Office (CO), Regional Offices (ROs), Division Offices (DOs), and Secondary Schools (SS), shall be done electronically by way of sharing files in the Government Manpower Information System (GMIS) database through E-Mail; and

WHEREAS, DepED has the capability to assume the responsibility of updating the electronic copy of the PSIPOP.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree and bind themselves as follows:

A. RESPONSIBILITIES OF THE PARTIES

1.0 DEPED

- 1.1 Update electronic copies of the POP portion (Columns 4 to 17) of the respective PSIPOP of the CO, ROs, DOs and SS;
- 1.2 Ensure the availability of personal computers, Internet access and personnel to handle the tasks involved in such updating. The application software shall be at least Microsoft Office Excel 97 version;
- 1.3 Assign an official e-mail account exclusively for purposes of updating the PSIPOP in the CO, ROs, and DOs;
- 1.4 Ensure the accuracy and completeness of all data in the updated PSIPOP; and
- 1.5 Issue internal rules and regulations for the effective and efficient implementation of the system.

2.0 DBM

- 2.1 Establish a system to streamline and facilitate the process of updating the PSIPOP through the application of IT;
- 2.2 Make available a module under the existing GMIS that will allow extraction of the PSIPOP of DepED from the GMIS database and upload the same once updated by the DepED; and
- 2.3 Formulate the business rules and procedures as guides for the proper implementation of the electronic updating of the PSIPOP.

3.0 BOTH PARTIES

- 3.1 Immediately upon signing of this MOA, a simulation activity will be conducted in order to ensure the efficacy of the system.
- 3.2 Ensure that all the processes and activities are compliant with the prescribed business rules and procedures for the purpose and within the prescribed timelines;
- 3.3 Conduct training of personnel involved in the electronic updating of the PSIPOP; and
- 3.4 Monitor progress of the implementation of the system and institute measures to enhance the same.

B. NECESSARY ATTACHMENTS

This Memorandum of Agreement (MOA) shall include as integral parts thereof the following:

Annex A - Business Rules

Annex B - Flow Chart and Timelines

C. EFFECTIVITY OF THE MOA

This MOA shall be valid upon signing/execution by both parties and shall be effective unless revoked.

IN WITNESS WHEREOF, the parties hereto affix their signatures this
27th day of February 2009 in the City of Pasig, Metro
Manila, Philippines.

DEPARTMENT OF EDUCATION

DEPARTMENT OF BUDGET AND
MANAGEMENT

By:


JESLI A. LAPUS
Secretary

By:


ROLANDO G. ANDAYA, JR.
Secretary

SIGNED IN THE PRESENCE OF:

TEODOSIO C. SANGIL, JR.
Undersecretary, DepED



MARILIZA V. REYES
Assistant Secretary, DBM



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally
appeared the following:

NAME	COMM. TAX CERT. NO./ PASSPORT NO.	DATE/PLACE ISSUED
Jesli A. Lapus	0012900-10077019	February 12, 2009 Pasig, Metro Manila
Rolando G. Andaya, Jr.	FF0396740	November 8, 2004 Manila


DepEd DBM Memorandum of Agreement
Updating of the PSiPOP Database through E-mail System

known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed, and the office/person they respectively represent.

This instrument consists of 12 pages including this page wherein this Acknowledgement is written, signed by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2009 at _____, Philippines.

Doc. No. 676
Page No. 10
Book No. 10
Series of 2009


NOTARY PUBLIC
DOMINGO B. ALIDON
UNTI...
PTR NO...
ANTHOLD...

Enclosure No. 2 to DepED Order No. 63, s. 2009

ELECTRONIC UPDATING OF DEPED PSIPOP

A. BUSINESS RULES

The following rules are hereby promulgated to govern the implementation of the electronic updating of the DepED PSIPOP, preserve the integrity and completeness of the GMIS database and ensure the timely submission of the PSIPOP by DepED as inputs to the annual budget process:

- 1.0 The PSI portion (Columns 1 to 3) of the PSIPOP shall not be modified by the DepED. All modifications of entries in said columns shall be done by concerned DBM offices up to December 31 only. For purposes of the initial implementation of this system, the foregoing prescribed deadline may be extended as may be determined by DBM. Any alteration of entries made by DepED in said columns shall be deemed null and void.
- 2.0 The DepED shall ensure that all entries in Columns 4 to 17 are completely filled up. For entries with incomplete data, the actual salary of the incumbent shall be automatically reverted to Step 1 (Authorized Salary).
- 3.0 The DepED shall only modify the POP portion (Columns 4 to 8, and 10 to 17) of the PSIPOP, as follows:
 - 3.1 COLUMNS 4 (Actual Salary) and 5 (Step)
 - 3.1.1 If no entry but with incumbent details, actual salary will be at the hiring rate of the position (Step 1).
 - 3.1.2 If actual salary is in excess of Step 8, the DepED shall submit a justification; otherwise, the same shall be pegged at Step 8.
 - 3.1.3 The salary step should correspond to the actual salary as indicated in the latest Salary Schedule issued by DBM, except for cases under Item 3.1.2.
 - 3.2 COLUMNS 6 (Area Code) and 7 (Area Type)
 - 3.2.1 Area Code will be at the lowest level (city or municipality).
 - 3.2.2 Area Type should match the Area Code.
 - 3.3 COLUMN 8 (Level)
 - 3.3.1 Indicate whether "K" (Key), "T" (Technical), "ST" (Support-to-Technical) or "A" (Administrative).
 - 3.4 COLUMN 9 (P/A/P Attribution)
 - 3.4.1 Read only, not editable by DepED.
 - 3.5 COLUMN 10 (Name of Incumbent)

- 3.5.1 All names should be fully spelled out as follows: Last Name (LN), First Name (FN) plus suffix, if any, (space after the FN but no period/comma after the suffix), and Middle Name (MN); (i.e. DELA CRUZ|JUAN JR|REYES).
- 3.5.2 Initials, symbols or special characters shall NOT be allowed.
- 3.6 COLUMN 11 (Sex)
 - 3.6.1 Indicate if "M" (Male) or "F" (Female) only.
- 3.7 COLUMN 12 (Date of Birth)
 - 3.7.1 Date of Birth should follow the MM/DD/YYYY format (i.e. 01/01/2009).
 - 3.7.2 Data of incumbents below 18 or over 65 years of age will be uploaded but with exception report.
- 3.8 COLUMN 13 (TIN)
 - 3.8.1 TIN should contain 9 or 12 numeric characters.
 - 3.8.2 TIN with asterisk (*) shall no longer be edited. Said entry has already been validated by the BIR.
- 3.9 COLUMN 14 (Date of Original Appointment)
 - 3.9.1 Date of Original Appointment must follow the MM/DD/YYYY format (i.e. 01/01/2009).
 - 3.9.2 If age of incumbent is below 18 or above 65 years of age as indicated in the date of original appointment, data will be uploaded but will be included in the exception report.
- 3.10 COLUMN 15 (Date of Last Appointment/Promotion)
 - 3.10.1 Date of Last Promotion must follow the MM/DD/YYYY format (i.e. 01/01/2009).
 - 3.10.2 For those not promoted since the date of original appointment, the entry can be the same as the date specified in Column 14.
- 3.11 COLUMN 16 (Status)
 - 3.11.1 Indicate whether "P" for Permanent and "T" for Temporary status.
- 3.12 COLUMN 17 (CS Eligibility)
 - 3.12.1 Choices could be "CSSP" for CS-Subprofessional, "CSP" for CS Professional, PBET, LET, etc. (refer to attached reference table).

3.12.2 For those without CS Eligibility indicate "None."

3.13 REMARKS COLUMN

3.13.1 Shall contain a brief description of changes made in the PSIPOP (i.e. promoted, retired, transferred, etc.).

4.0 DBM RO shall generate Exception Report before or after the uploading of data to the GMIS. The Exception Report will provide details of inconsistencies, incomplete/incorrect/invalid data reflected in the soft copy emailed by DepED.

Enclosure No. 3 to DepED Order No. 63, s. 2009

B. PROCEDURAL GUIDELINES

- 1.0 The DBM, through its Budget Information Systems Service (BISS), shall extract and compress from the GMIS database the PSIPOPs of the DepED CO, ROs and DOs (including all SS under the supervision of the DOs).
- 2.0 The compressed files shall be sent by the BISS to the respective e-mail accounts of DepED CO, ROs and DOs, copy furnished the DBM CO/ROs concerned, together with a pro forma acknowledgement receipt to be accomplished by the recipients.
- 3.0 The DepED CO, ROs, and DOs shall accomplish said pro forma receipt confirming that the e-mailed softcopies are complete, successfully downloaded and extracted, copy furnished DBM CO/ROs concerned. In case the files received are not complete and/or corrupted, the DepED CO, ROs and DOs shall notify the DBM CO/ROs of said problem/s and request for the resending of the same.
- 4.0 The DBM CO/ROs concerned shall check the details of the confirmation reply transmitted through e-mail by the DepED CO, ROs and DOs. If incomplete or corrupted, the former shall resend the compressed PSIPOP files.
- 5.0 The DepED DOs shall distribute the e-mailed softcopies of the PSIPOPs to all the SS under its supervision and retrieve the same either through e-mail or with the use of storage devices (i.e. USB Thumb Drive, Memory Card, DVD/CD, etc.).
- 6.0 The emailed PSI POP shall be updated electronically and printed by the respective DepEd RO/ DO/ SS.
- 7.0 The DepED DO shall print a hard copy of the updated PSIPOP, including that of the ES, which shall be certified true and correct by the Schools Division Superintendent (SDS). In the case of SS, the same shall be printed and signed by the respective school heads and certified true and correct by the SDS.
- 8.0 The DepEd DO shall consolidate the hard and softcopies of the PSIPOP, including those of the SS under the division before submitting to the DepED RO. The DepED DO and SS shall not be allowed to submit the updated PSIPOP individually directly to DBM RO.
- 9.0 The updated PSIPOP shall be consolidated by DepEd RO and signed/approved by the Regional Director.
- 10.0 The consolidated hard and soft copies shall be forwarded by DepEd RO to DBM RO within a prescribed period. The recipient DBM CO/ROs shall ensure that the hard and emailed softcopies of the updated PSIPOP are matched, complete, and duly signed by the proper authorities.

- 11.0 The DBM CO/ROs shall ensure that updated e-mailed softcopies of PSIPOP are complete as to the number of organizational units based on the annual General Appropriations Act (GAA) and that the data entries therein are compliant with existing budgetary policies, rules and regulations.
- 12.0 In case of new organizational units not yet included in the GAA, the DepED DO concerned shall submit the necessary supporting documents such as the enabling law, DepED approval and other pertinent justifications therefor. The DBM RO concerned shall coordinate with the appropriate office in the DBM CO for inclusion of the same in the Budget Preparation Management System (BPMS) and GMIS databases. A separate Excel file with filename: List of New Schools, shall be provided for the purpose.

C. TIMELINES

1.0 The updating of the PSIPOP shall be done twice (2) a year.

Activity	Scheduled Deadlines (Tentative)	
	First Updating	Second Updating
1.0 Submission of requests for staffing modifications from DepED CO/RO to DBM CO/RO	August 15 of the CY (2008)	March 15 of the CY - 2009 (for creation of positions)
2.0 Processing of requests for staffing modifications by DBM	December 31 of the CY (2008)	June 30 of the CY -2009 (issuance of NOSCA)
3.0 Data extraction and sending through e-mail of compressed PSIPOP by DBM	January 15 of the ensuing year (2009)	July 15, 2009
4.0 Submission of the updated PSIPOP from DepED RO to DBM RO	February 28 of the ensuing year (2009)	August 30, 2009
5.0 Uploading to GMIS by DBM RO	March 15 of the ensuing year (2009)	September 15, 2009

2.0 DepED should submit requests for creation of new items - within the first quarter of each year. In case no GAA yet - to be charged against the re-enacted budget. NOSCA should be issued by DBM not later than April 30 of each year.

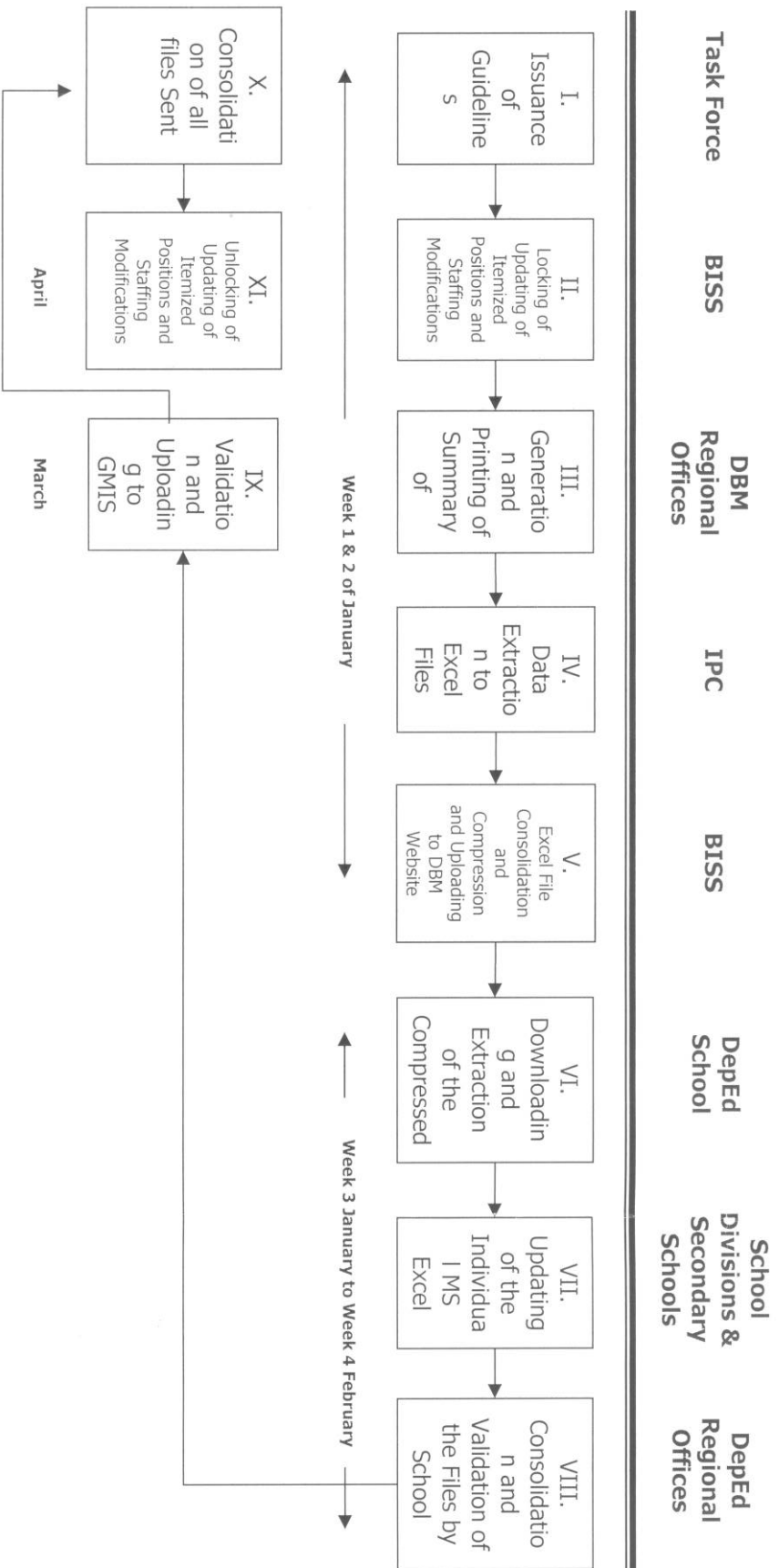
3.0 This may include ERF/MT transactions which are not processed after the previous year deadline.

4.0 The cut-off date for inclusion in the GMIS database - June 30 of each year.

5.0 The following Management reports shall be generated from the GMIS:

- a. Inventory of Unfilled Items broken down by teaching and non-teaching and by levels.
 - b. Tally Sheet of Filled and Unfilled Positions broken down by teaching and non-teaching and by levels.
- 6.0 Any discrepancy between actual salary and authorized salary of the incumbent shall be charged against overall agency savings.

DEPED PSIPOP PROCESS FLOW



BISS - Budget Information Systems Service (DBM)
 IPC-Incipientures Partnership Corporation (DBM-Consultant)