



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

January 9, 2025


DIVISION MEMORANDUM

No. 014 s. 2025

**SUBMISSION OF REPORT FOR UPDATING OF PLANTILLA AND IPCRF SY 2023-2024 FOR
PBB 2023 PRE-VALIDATION**

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Pursuant to Section 139(a), Rule XIII (Responsibilities of the Human Resource Officer) of the Omnibus Rules on Appointment and other Human Resource Action (OR-OHRA) which provides for the Submission to the CSC Field Office concerned within the first quarter of the year the agency's updated Personnel Services Itemization/ Plantilla of Personnel, all Administrative Officers II (AO II) or assigned Non-Teaching Personnel are directed to update their Local Plantilla.
2. The submission of plantilla is crucial in ensuring the accuracy and completeness of the Division Human Resource Plantilla database and will be used for the pre-validation of Performance-Based Bonus 2023.
3. Assigned elementary school AO II are requested to consolidate the report of their district while assigned Non-Teaching Personnel for secondary school shall submit per school, using the template available for downloading at https://bit.ly/PLANTILLA_2024. The consolidated plantilla (Excel file) should be submitted via email to sdocapiz.hr@deped.gov.ph. Approved IPCRF (Part I-IV) for SY 2023-2024 shall be accomplished per personnel using the link https://bit.ly/IPCRF_SY2324. Deadline for submission will be on **January 31, 2024**.
4. It is imperative that no eligible personnel is left behind. Personnel who are eligible but have transferred to other schools and divisions must be duly communicated and accounted for.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
BONUS

PLANTILLA

DDB/ DM_Plantilla&PBB2023
0017/ January 6, 2025



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