



Republic of the Philippines
Department of Education
Division of Misamis Oriental

September 5, 2019

MEMORANDUM TO : MELANIE C. ESTENZO
AO- 1V,HRMO

SHANE YANNAH B. MAGDUGO
AO-II

MARIO T. ARROYO
ADAS -111

CHRISTINE GRACE E.TAHUD
ADA-VI

From : RANDOLPH B. TORTOLA
Schools Division Superintendent

**Subject : PREPARATION AND SUBMISSION OF APPROVED APPOINTMENT AND
MONTHLY SUMMARY OF APPOINTMENT TO THE ACCOUNTING SECTION**

1. To monitor and facilitate the preparation of the **request for funding** of the *salaries and other monetary benefits* of the newly hired employees and to have **timely and accurate updating** of the Personal Services Itemization and Plantilla of Personel(PSIPOP), you are hereby directed to prepare and submit **approved appointment/s** (signed by Schools Division Superintendent) of the newly hired employees and the accomplished **Division Monthly Summary of Appointment Template** to the Accounting Section.

2. Furthermore, you are hereby directed to reflect in the logbook the names/ owners of the newly approved appointments and request any Accounting Personnel who will receive the above mentioned documents to affix their name and signature.

3. The accomplished division monthly summary templates and logbook shall be part of your supporting documents for your Individual's Performance Commitment Review Form (IPCRF) .

4. Enclosed is the sample Division Monthly Summary of Appointment Template (electronic copy is available in the Office of the OIC Admin Officer V).

5. For guidance and compliance.

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DIVISION MONTHLY SUMMARY OF APPOINTMENT SIGNED BY THE SCHOOLS DIVISION SUPERINTENDENT
(Monitoring template to facilitate preparation of request for funding, timely and accurate updating of PSIPOP)

To be submitted on or before last Friday of every month

For the Month of September 2019

No.	SURNAME	FIRST NAME	M.I.	DATE OF APPOINTMENT	DESIGNATION	ANNUAL SALARY	STATION	REMARKS AND ITEM NUMBER :{(NEWLY CREATED W/ NOSCA NUMBER____, PROMOTION EX: T3-MT1, RECLASS EX: T1- T2, TRANSFEREE FROM_)

Prepared by:

MARIO T.ARROYO
ADAS 111

Posted in PSIPOP

CLARIBEL L.RODRIGUEZ
ADAS 111

Verified

MELANIE C.ESTENZO
AO IV,HRMO

Approved

RANDOLPH B. TORTOLA
Schools Division Superintendent

cc:

Accountant III
Implementing Units

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