



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

August 19, 2026

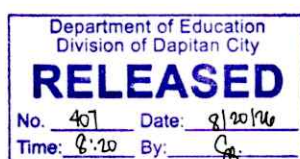
DIVISION MEMORANDUM

No. 407 s. 2026

PARTICIPATION IN THE FY 2026 DEPED IX PERSONNEL FORUM

To: OIC-Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
OSDS Personnel
All Others Concerned

1. In response to the invitation for the upcoming **FY 2026 DepEd IX Personnel Forum** scheduled on **August 25, 2026**, to be held at 3rd Floor Conference Hall, DBM ROIX Building, Pettit Barracks, Zamboanga City, this Office expresses its confirmation of participation.
2. The activity aims to unify the understanding of all Human Resource personnel and end users from the different Schools Division Offices and Implementing Units regarding the proper handling of personnel and budgetary matters, as well as the use of the Electronic Personal Services Itemization and Plantilla of Personnel (ePSIPOP) System.
3. This event will be participated by the **Human Resource Officers, Administrative Personnel and PSIPOP End Users** from the SDO and IUs. Each operating unit may send a maximum of three (3) participants.
4. The travel and incidental expenses of the participants shall be charged to Division MOOE for Division personnel and School MOOE for School personnel, subject to the usual government accounting and auditing rules and regulations.
4. For information, guidance and compliance.



JAY S. MONTEALTO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

Doc. Ref. Code	SDO - OSDS-F001	Rev	00
Effectivity	03.18.26	Page	1 of 1





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION IX

DMS Reference No.: 2026-ROIX-0128593-I

August 10, 2026

JAY S. MONTEALTO CESO V
Schools Division Superintendent
Department of Education
Division of Dapitan City
Sunset Boulevard, Dawo, Dapitan City



Dear **Superintendent Montealto**:

In line with Annex A, Item I of the Memorandum of Understanding forged between the Department of Education IX and Department of Budget and Management IX, we would like to respectfully invite your Human Resource representatives from the DepEd SDO Dapitan City and Implementing Units to the **FY 2026 DepEd IX Personnel Forum scheduled on August 25, 2026.**

The conduct of this forum aims to unify the understanding of all Human Resource personnel and end users from the different Schools Division Offices and Implementing Units regarding the proper handling of personnel and budgetary matters, as well as the use of the Electronic Personal Services Itemization and Plantilla of Personnel (ePSIPOP) System. The following topics will be discussed:

1. PSIPOP Data Cleansing
2. Important reminders on budgetary topics such as Staffing Modification, Terminal Leave Benefits, and PS Deficiency
3. DBM Applications (URS, PSIPOP, ADRS)
4. Other Matters

This event will be held at the **3rd Floor Conference Hall, DBM ROIX Building, Pettit Barracks, Zamboanga City.** The Human Resource Officers/Administrative Personnel/PSIPOP End Users from the SDO and IUs are expected to attend this activity.

Each operating unit may send a maximum of three (3) participants and may confirm their attendance on or before August 12, 2026, by completing the pre-registration form found in the link/QR code below:

<https://forms.cloud.microsoft/r/bpvUjnQGhH?origin=lprLink>



Thank you for your usual support.

Very truly yours,

Digitally
signed by
Martin Mark
Louie
Carbonilla

MARK LOUIE C. MARTIN, CPA, CESO III
Regional Director