



Republic of the Philippines
Department of Education
REGION VIII- EASTERN VISAYAS
DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 23, 2024

Division Memorandum
No. 020 s. 2024

SUBMISSION AND UPDATING OF LOCAL PLANTILLA FOR FY 2024

To: District Heads
School Heads
District Administrative Officer II
JHS/SHS Administrative Officer II
All others Concerned

1. Pursuant to *Section 139(a), Rule XIII (Responsibilities of the Human Resource Management Officer) of the Omnibus Rules on Appointment and other Human Resource Action (ORA-OHRA) which provides the Submission to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/Plantilla of Personnel*, all District Heads are directed through their Administrative Officer II to update their Local Plantilla for the FY 2024 with the attached appointment (original-to latest appointment) and updated Service Records to be submitted to the Division Human Resource Management Office effective immediately. (See attached schedule for submission as Enclosure 1)
2. The submission of the Local Plantilla is crucial in ensuring the accuracy and completeness of the Division Human Resource Plantilla database.
3. Travelling expenses to be incurred relative to this activity shall be charged against Local/Division MOOE, subject to the usual accounting and auditing rules and regulations.



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9450 Email: northersamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>





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4. This Memorandum shall serve as travel authority of the personnel in-charge for submission.
5. Immediate dissemination of this Memorandum is desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: 109

Date: 1-24-24 2:05





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Enclosure to DM No. 020 s, 2024

DISTRICT (ELEMENTARY, JHS, SHS)	SCHEDULE
SAN VICENTE	January 29, 2024 (AM)
CAPUL	January 29, 2024 (PM)
SAN ANTONIO	January 30, 2024 (AM)
SAN ISIDRO II	January 30, 2024 (PM)
SAN ISIDRO I	January 31, 2024 (AM)
VICTORIA	January 31, 2024 (PM)
ALLEN I	February 1, 2024 (AM)
ALLEN II	February 1, 2024 (PM)
BIRI	February 2, 2024 (AM)
LAVEZARES I	February 2, 2024 (PM)
LAVEZARES II	February 5, 2024 (AM)
ROSARIO	February 5, 2024 (PM)
SAN JOSE	February 6, 2024 (AM)
BOBON	February 6, 2024 (PM)
CATARMAN III	February 7, 2024 (AM)
LOPE DE VEGA	February 7, 2024 (PM)
CATARMAN V	February 8, 2024 (AM)
CATARMAN VI	February 8, 2024 (PM)
CATARMAN II	February 12, 2024 (AM)
CATARMAN I	February 12, 2024 (PM)
CATARMAN IV	February 13, 2024 (AM)
MONDRAGON I	February 13, 2024 (PM)
MONDRAGON III	February 14, 2024 (AM)
MONDRAGON II	February 14, 2024 (PM)
SILVINO LUBOS	February 15, 2024 (AM)
SAN ROQUE	February 15, 2024 (PM)
PAMBUJAN II	February 16, 2024 (AM)
PAMBUJAN I	February 16, 2024 (PM)
LAOANG III	February 19, 2024 (AM)
LAOANG I	February 19, 2024 (PM)
LAOANG II	February 20, 2024 (AM)
LAOANG IV	February 20, 2024 (PM)
LAOANG V	February 21, 2024 (AM)
CATUBIG I	February 21, 2024 (PM)

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CATUBIG I	February 21, 2024 (PM)
CATUBIG II	February 22, 2024 (AM)
CATUBIG III	February 22, 2024 (PM)
LAS NAVAS I	February 23, 2024 (AM)
LAS NAVAS II	February 23, 2024 (PM)
LAS NAVAS III	February 26, 2024 (AM)
PALAPAG II	February 26, 2024 (PM)
PALAPAG I	February 27, 2024 (AM)
PALAPAG III	February 27, 2024 (PM)
MAPANAS	February 28, 2024 (AM)
GAMAY I	February 28, 2024 (PM)
GAMAY II	February 29, 2024 (AM)
LAPINIG	February 29, 2024 (PM)



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