



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

27 DEC 2021

DIVISION MEMORANDUM
No. 1047, s. 2021

**POOLING OF FY 2021 RELEASED PERSONNEL SERVICES (PS)
ALLOTMENTS**

To: Assistant Schools Division Superintendent
PSDS
School Heads of All Implementing Units
All others concerned

1. Upon analyzing the PS requirement for the payment of Covid-19 Hazard Pay to personnel who physically report for work in their respective workstations during the implementation of Modified Enhanced Community Quarantine (MECQ), during the period of June 15, 2021 to July 15, 2021, our office has a very limited PS Savings not adequate to pay the hazard pay.
2. In order for the SDO to release a uniform rate per day of the said hazard pay, there is a need to pool savings in PS Allotment from all Implementing Units.
3. As provided in RM No 1126, s. 2021 dated December 7, 2021, and Memorandum from Under Secretary Annalyn M. Sevilla to all Regional Directors and Chief of Finance Division, pooling of available FY 2021 released Personnel Services (PS) allotment shall be done to be able to pay a uniform amount of the hazard pay to personnel.
4. In this connection, there is an urgent need to effect the transfer of the remaining available FY 2021 released PS allotment (PS only, RPIP-not included) to DepEd Division of Negros Oriental thru the issuance of an **Advice for the Use of PS Allotment (APSA)**. The allotment that would be transferred to the Division shall already be net of the PS requirements of the implementing units.



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5. IUs who have no saving in PS Allotment, are to issue a ***Certificate of No Available Saving***.
6. A corresponding fund transfer to the SDO shall be payable to:

DepEd, Division of Negros Oriental
DBP Current Account #160-740-1
7. For your guidance and compliance.

Approuched

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

12/24/2021

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Office of the Regional Director

REGIONAL MEMORANDUM
No. _____, S. 2021

POOLING OF FY 2021 RELEASED PERSONNEL SERVICES (PS) ALLOTMENTS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of Memorandum No. OIE-F-2021-0837 entitled "Pooling of FY 2021 Released Personnel Services (PS) Allotments" issued by the Office of the Undersecretary for Finance.
2. Immediate and wide dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director




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X RM 1126 S21 - D...



TO : ALL REGIONAL DIRECTORS

ATTENTION : CHIEF ADMINISTRATIVE OFFICERS
Finance Division

FROM : 
ANNA M. SEVILLA
Undersecretary

SUBJECT : Pooling of Available FY 2021 Released Personnel Services (PS)
Allotments

DATE : December 06, 2021

Based on the information gathered from the google sheet prepared by the Budget Division, Finance Service, Central Office with the end in view of analyzing the Personnel Services (PS) requirement of this Department for Fiscal Year 2021, including the requirement for the Retirement and Life Insurance Premiums - Government Share (RLIP - GS), it appears that many of DepEd operating units are having deficiencies in their 2021 PS allotments (from all sources), and some have excess allocations.

This is to inform further that in a meeting with our counterparts in the Department of Budget and Management - Central Office (DBM - CO), possible source to fund PS deficiencies, which is the Miscellaneous Personnel Benefits Fund (MPBF), had already been depleted.

In this connection, there is an urgent need to effect the transfer of the remaining available FY 2021 released PS allotments (Regular and RLIP) to the DepEd - Central Office (DepEd - CO) thru the issuance of an Advice for Use of PS Allotment (APSA). The allotments that would be transferred to the CO shall already be net of the PS requirements of all OUs in the Region.

Following are the procedural guidelines:

1. Secondary School - Implementing Units (SS - IUs)
 - a. Issue APSA to the Schools Division Office (SDO) to effect the transfer of its FY 2021 PS savings (separate for the Regular PS and RLIP - GS) to the SDO; and
 - b. Record in its Registry of Allotment and Obligations for PS (RAOOPS) the transfer of its PS savings to the SDO.
2. Schools Division Office (SDO)

2/1 Rezal Building, DepEd Complex, Marikina Avenue, Pasig City
Telephone No. (02) 8633-9342, Fax No. (02) 8638-3703, Email Address: usec@finance.bdm@deped.gov.ph



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OFFICE OF THE UNDERSECRETARY FOR FINANCE

- a. Consolidate the APSAs submitted by the SS - IUs in the Division.
- b. Record in its RAOOPS the receipt of the FY 2021 PS savings (Regular and RLIP-GS) of the SS - IUs.
- c. Issue APSA to the DepEd - Regional Office Proper (DepEd - ROP), supported by complete details, to effect the transfer of the consolidated FY 2021 PS savings (separate for Regular PS and RLIP - GS) of the Division that must include the savings of the SDO Proper, all non-IUs (elementary and secondary), and the consolidated savings as submitted by its SS - IUs thru APSA, which should be already net of the total PS requirements of all OUs in the Division; and
- d. Record in the RAOOPS the transfer to the DepEd - ROP of the consolidated Division savings.
3. Regional Office Proper (ROP)
 - a. Consolidate the APSAs submitted by the SDOs in the Region.
 - b. Record in its RAOOPS the receipt of the FY 2021 PS savings (Regular and RLIP-GS) of its SDOs.
 - c. Issue APSA to the DepEd - CO, supported by complete details, to effect the transfer of the consolidated FY 2021 PS savings (separate for Regular PS and RLIP - GS) of the entire Region that must include the savings of the ROP and all of its SDOs, which should be