



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas

April 2, 2024



DIVISION MEMORANDUM

No. **190** s. 2024

**PRESCRIBED GUIDELINES ON THE SUBMISSION OF  
REQUESTS FOR PERSONNEL SERVICES (PS) DEFICIENCIES FY 2024**

To: Public Secondary School Heads of Implementing Units  
Accountants/Bookkeepers of Implementing Unit

1. This Office, through the Budget Section, issues the Division Prescribed Guidelines on the Submission of Requests for Personnel Services (PS) deficiencies FY 2024.
2. The secondary implementing units are to prepare and submit the hard copy of their requests for SARO & NCA for Personnel Services (PS) deficiencies to be submitted at the Budget Section every Tuesday.
3. The following are the basic attachments for the request:
  - a. letter request (addressed to the Schools Division Superintendent);
  - b. certification on filled positions (detailed computation of actual PS requirement showing the list of personnel and corresponding back salaries and other benefits consistent with the updated PSIPOP);
  - c. PS deficiency template (for PS differential);
  - d. monthly disbursements program;
  - e. copy of PSIPOP
  - f. URS generated FARs (FAR 1, FAR 1A & FAR 1B) of the previous quarter;
  - g. URS generated FAR 4 of the previous month.
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
under the following subject;

REQUESTS

REQUIREMENTS



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph