**NOTICE OF CHANGE IN ITEM NUMBER IN PSIPOP**

\_\_\_\_\_Date\_\_\_\_

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| **Special Order**  **No. \_\_\_\_\_\_, s. 2021** | |  |
|  | | |
| To | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. For purposes of setting in order the placement of employees in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) of this office, there is a need to change the item numbers to conform to the actual place of assignment of the employee.
2. In this regard, please be advised that your item number is hereby changed from **OSEC-DECSB-\_\_\_(Current Item Number)\_\_\_\_**under the \_\_\_\_\_\_\_\_\_\_\_\_\_Division to **OSEC-DECSB-\_\_\_(Item Number)\_\_\_\_** at the \_\_\_\_\_\_\_\_\_\_\_\_ Division.
3. This shall always be attached to your original appointment as \_\_\_\_(position title)\_\_.
4. Please be guided accordingly.

|  |  |
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|  | **ALBERTO ESCOBARTE CESO II**  Regional Director |

Cc: Personnel Section

201 File

ROA/P

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| **DATA PRIVACY NOTICE: Data and information in this form are intended exclusively for the purpose of this transaction. This will be kept by the process owner for the purpose of verifying and authenticating identity of the clients. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.** |