



Republic of the Philippines
Department of Education
REGION I



JUN 21 2023

REGIONAL MEMORANDUM

No. 578, s. 2023

To: All Schools Division Superintendents

CONDUCT OF DEPED REGIONAL OFFICE I PERSONNEL AUDIT

1. The Department of Education, Regional Office No.1 through the Administrative Division-Personnel Section, in collaboration with the Human Resource Development Division, will be conducting the Personnel Audit in the Schools Division Offices and selected schools. Generally, the Personnel Audit activity enables to check, review and evaluate human resource management (HRM) and HR policies; to verify whether the organizational objectives of the HRM processes have been achieved or not; and to provide feedback mechanisms for the efficiency and effectiveness of work processes and delivery of services.

2. To properly guide the personnel-in-charge in the Schools Division Offices (SDOs) and schools, the following shall be considered guidelines in the conduct of the audit:

a. Legal Basis

Republic Act No. 9155 or the Governance of Basic Education Act of 2001 provides that the Regional Office is mandated to determine the organization component of the divisions and districts and approve the proposed staffing pattern of all employees in the divisions and districts.

b. Specific Objectives

- b.1 To harmonize personnel's data both in files of the Regional Office (RO) and SDOs
- b.2 To gather existing number of teaching personnel, current positions based on the Plantilla Allocation List and in the Electronic Basic Education Information System (EBEIS); and monitor the update of leave card
- b.3 To determine the exact number of warm bodied teachers and non-teaching personnel including those who are detailed in other schools, currently on-leave and have retired in service.

c. Regional Task Force

- a. Human Resource Management Division or HRMO
 - b. Planning Officer in PPRD
 - c. 1 representative of HRDD
 - d. Supervising Administrative Officer of Administrative Division
- Secretariat: 2 Personnel from Personnel Section
Overseer: Chief Administrative Office of Administrative Division
Chief Education Supervisor, Human Resource Development Division

d. SDO Task Force

- a. Administrative Officer V, Administrative Services
 - b. Planning Officer in SGOD
 - c. HRMO
- Secretariat: 2 Personnel from Personnel Section



Address: Flores St., Catbangan, City of San Fernando, La Unio
Telephone Nos.: (072) 607-8137/682-2324
Email Address: region1@deped.gov.ph
Website: www.depedro1.com



e. Areas of Concern

1. Actual Personnel of the School and Schools Division Office
(based on Plantilla Items, Job Orders, Casual Personnel)
2. Number of Teaching and Non-Teaching Personnel
3. Updating of Personnel Services Itemization and Plantilla of Personnel
(PSIPOP)
4. School Form 7 *(Teaching Load of Teachers, Designation of Teachers – Coordinatorship, Specialization)*
5. Form 48 *(Daily Time Record)*
6. Leave Card *(Monetization, Terminal Leave Benefits, Service Credits, Special Leave, Special Order on the Availment of Credits)*
7. Deployed/ Detailed Personnel
8. Daily Time Record/DTR
9. Deployment and School Assignment of Newly-Appointed Non-Teaching Personnel in the Schools
10. 201 Files
11. Hiring and Selection Process – teaching and non-teaching personnel based on DepEd Issuances on Hiring Guidelines and Policies
12. Employee’s Nature of Appointment – reemployment, reinstatement, reassignment, demotion, reclassification, transfer
13. Personnel Action Requests *(Transfer, Travel Abroad, Exchange Visitor Program (EVP), Equivalent Record Form, Reclassification, and Conversion of Positions, etc.)*

f. Initial Submission of the Data

Before the scheduled audit, the SDOs are mandated to fill out a pro-forma list of the data covered under the areas of concern to be submitted via google link, for initial verification by the Regional Task Force.

g. Data Validation (face-to-face)

Based on the initial verification of the list provided by the SDOs, the Regional Task Force will focus on the data which are unreconciled or inconsistent with the available records in the RO.

3. Attached is the Schedule of Personnel Audit, for reference.
4. Be guided accordingly.



TOLENTINO G. AQUINO

Tn Director IV

Encl.: Schedule Activities

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

AUDIT

OFFICIALS

OFFICERS

PERSONNEL

SCHEDULE OF PERSONNEL AUDIT

DATE	DIVISION/OFFICE/SCHOOL	RESPONSIBLE PERSONNEL
		Overall: Atty. Rhea Joy L. Carbonell Chief Administrative Officer Administrative Division Dr. Dinah C. Bona Chief Education Supervisor Human Resource Development Division
July 6-7, 2023	La Union SDO La Union Proper Two (2) elementary schools Two (2) secondary schools Two (2) Implementing Unit City of San Fernando SDO City of San Fernando Proper Two (2) elementary schools Two (2) secondary schools Two (2) Implementing Unit	Georgina N. Nerida Administrative Officer V Pedro Jose C. Cudal Planning Officer III Abigail A. Cabilin Education Program Specialist II Herminia F. Anwoju Teacher Credentials Evaluator II Wilbur D. Redoble Administrative Assistant I Aubrey V. Bawing Administrative Aide VI
July 12-14, 2023	Alaminos City SDO Alaminos City Proper Two (2) elementary schools Two (2) secondary schools Two (2) Implementing Unit Pangasinan I SDO Pangasinan I Proper Two (2) elementary schools Two (2) secondary schools Two (2) Implementing Unit	Georgina N. Nerida Administrative Officer V Pedro Jose C. Cudal Planning Officer III Abigail A. Cabilin Education Program Specialist II Editha C. Tolentino Administrative Officer IV Herminia F. Anwoju Teacher Credentials Evaluator II Nenita S. Ducusin Administrative Assistant II Anthony A. Gaspar SG/Administrative Aide III
July 27-28, 2023	San Carlos City SDO San Carlos City Proper Two (2) elementary schools Two (2) secondary schools Two (2) Implementing Unit Dagupan City SDO Dagupan City Proper Two (2) elementary schools Two (2) secondary schools Two (2) Implementing Unit	Georgina N. Nerida Administrative Officer V Pedro Jose C. Cudal Planning Officer III Abigail A. Cabilin Education Program Specialist II Herminia F. Anwoju Teacher Credentials Evaluator II Nenita S. Ducusin Administrative Assistant II Aubrey V. Bawing Administrative Aide VI

<p>August 9–11, 2023</p>	<p>Urdaneta City <i>SDO Urdaneta City Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p> <p>Pangasinan II <i>SDO Pangasinan II Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p>	<p>Georgina N. Nerida Administrative Officer V</p> <p>Pedro Jose C. Cudal Planning Officer III</p> <p>Abigail A. Cabilin Education Program Specialist II</p> <p>Herminia F. Anwoju Teacher Credentials Evaluator II</p> <p>Nenita S. Ducusin Administrative Assistant II</p> <p>Wilbur D. Redoble Administrative Assistant I</p> <p>Aubrey V. Bawing Administrative Aide VI</p>
<p>August 23–25, 2023</p>	<p>Vigan City <i>SDO Vigan City Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p> <p>Candon City <i>SDO Candon City Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p> <p>Ilocos Sur <i>SDO Ilocos Sur Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p>	<p>Georgina N. Nerida Administrative Officer V</p> <p>Pedro Jose C. Cudal Planning Officer III</p> <p>Abigail A. Cabilin Education Program Specialist II</p> <p>Herminia F. Anwoju Teacher Credentials Evaluator II</p> <p>Mary Ann D. Ramirez Administrative Aide III</p> <p>Anthony A. Gaspar SG/Administrative Aide III</p>
<p>September 20–22, 2023</p>	<p>Laoag City <i>SDO Laoag City Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p> <p>City of Batac <i>SDO City of Batac Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p> <p>Ilocos Norte <i>SDO Ilocos Norte Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p>	<p>Georgina N. Nerida Administrative Officer V</p> <p>Pedro Jose C. Cudal Planning Officer III</p> <p>Abigail A. Cabilin Education Program Specialist II</p> <p>Editha C. Tolentino Administrative Officer IV</p> <p>Herminia F. Anwoju Teacher Credentials Evaluator II</p> <p>Nenita S. Ducusin Administrative Assistant II</p> <p>Wilbur D. Redoble Administrative Assistant I</p> <p>Mary Ann D. Ramirez Administrative Aide III</p>