



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 524 s. 2024

To: All Schools Division Superintendents
 All Schools Division Offices Human Resource Management Officers
 All Others Concerned

SUBMISSION OF THE FINAL DEPED MANPOWER TEMPLATE

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2024-0843 dated May 2, 2024 from Dir. Wilfredo E. Cabral, Regional Director/Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, Department of Education, re: Submission of the Final DepEd Manpower Template.
2. In line with this, it is requested for the submission of outputs from the training on or before May 10, 2024 through the link at <https://bit.ly/DPA2024FSF>. Kindly find attached Annex A for the status of report submission.
3. For information, guidance and strict compliance.


TOLENTINO G. AQUINO
 Director IV

Encl.: As Stated

References: As Stated

To be indicated in the Perpetual Index
 Under the following subjects:

MANPOWER	PERSONNEL	REPORTS
TEACHERS	TEMPLATES	

AD/PS/hfa/RM_ManpowerTemplateSubmission

May 6, 2024



Flores St., Catbangen, City of San Fernando, La Union
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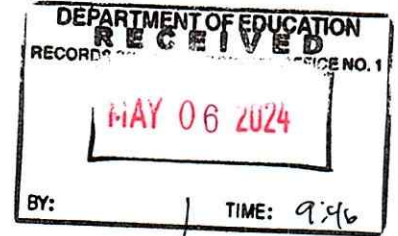


Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-0843

TO : **Regional Directors
Schools Division Superintendents
Human Resource Management Officers
All Others Concerned**

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **SUBMISSION OF THE FINAL DEPED MANPOWER TEMPLATE**

DATE : 02 May 2024

Pursuant to **DM-OUHROD-2024-0631**, the Bureau of Human Resource and Organizational Development (BHROD) conducted the Training-Workshop on Department of Education (DepEd) Personnel Audit FY 2024 to gather and consolidate the nationwide manpower data including regular, coterminous, contractual, contract of service, job orders, and LGU-funded positions. This training-workshop was held in four (4) clusters for the whole month of April, which were participated by Human Resource (HR) representatives of all regional and schools division offices.

During the training workshop, participants were requested to submit their outputs whether complete or partial. Attached is the status of submission of accomplished templates per region (Annex A).

In view hereof, all Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to send their **complete and updated HR Pre-Work and Validation Templates** on or before **10 May 2024 (Friday)** through this link: <https://bit.ly/DPA2024FSF>.

For any clarifications and concerns relative thereto, kindly contact BHROD-Personnel Division through phone number, (02) 8633-9345 or email at bhrod.pd@deped.gov.ph.

For information and guidance.

[BHROD/S.Gonzales]



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
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Email Address: usec.hrod@deped.gov.ph | Website: <https://www.deped.gov.ph>

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ANNEX A

Region/Division	Status of Submission	
	Pre-Work Template	HR Validation Template
Region I (Regional Office)	Partial - <i>complete</i>	Partial - <i>complete</i>
Alaminos City	Partial	Partial
Batac City	Partial	Partial
Candon City	Partial	Partial
Dagupan City	Partial	Partial
Ilocos Norte	Partial	Partial
Ilocos Sur	Partial	Partial
La Union	Partial	Partial
Laoag City	Partial	Partial
Pangasinan I	Partial	Partial
Pangasinan II	Partial	Partial
San Carlos City	Partial	Partial
San Fernando City	Partial	Partial
Urdaneta City	Partial	Partial
Vigan City	Partial	Partial