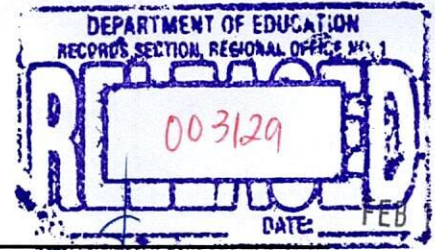




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 226, s. 2025

To: All Schools Division Superintendents

**SECOND ROUND 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 second round of Personnel Audit in the Schools Division Offices (SDOs) and selected schools. The said activity intends to continually monitor the core process on human resource, identifies SDO best practices in hiring process, and provides feedback mechanisms between the Regional Office and the field in the integration of the Quality Management System and PRIME-HRM processes of this Office.

2. The following are the areas of concern for the conduct of the activity:

a. 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/DTR)*
6. Leave Management *(Leave Card, Monetization, Terminal Leave Benefits, Service Credits, Special Leave, Special Order on the Availment of Credits)*
7. Deployed/ Detailed Personnel
8. Deployment and School Assignment of Newly-Appointed Non-Teaching Personnel in the Schools
9. 201 Files Management
10. Hiring and Selection Process – teaching and non-teaching personnel based on DepEd Issuances on Hiring Guidelines and Policies
11. Employee's Nature of Appointment – reemployment, reinstatement, reassignment, demotion, reclassification, transfer
12. Personnel Action Requests *(Transfer, Travel Abroad, Exchange Visitor Program (EVP), Equivalent Record Form, Reclassification, and Conversion of Positions, etc.)*

3. Attached is the Schedule of Personnel Audit, for reference.

4. Be guided accordingly.

TOLENTINO G. AQUINO
 Director IV

Encl.: Schedule Activities

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

AUDIT OFFICIALS OFFICERS PERSONNEL

AD/PS/hfa/RM_PersonnelAudit

February 12, 2025



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Certificate No. PEP-015
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Republic of the Philippines
Department of Education
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SCHEDULE OF PERSONNEL AUDIT

DATE	DIVISION/OFFICE/SCHOOL	RESPONSIBLE PERSONNEL
		Overall: Atty. Rhea Joy L. Carbonell Chief Administrative Officer Administrative Division Dr. Dinah C. Bonao Chief Education Supervisor Human Resource Development Division
June 5-6, 2025	La Union <i>SDO La Union Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i> City of San Fernando <i>SDO City of San Fernando Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i>	Georgina N. Nerida Administrative Officer V Pedro Jose C. Cudal Planning Officer III Abigail A. Cabilin Education Program Specialist II Laarni Grace F. Madayag Administrative Officer IV Herminia F. Anwoju Teacher Credentials Evaluator II Wilbur D. Redoble Administrative Assistant I Katherine B. Dominno-Cabanilla Administrative Aide VI
June 9-11, 2025	Alaminos City <i>SDO Alaminos City Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i> Pangasinan I <i>SDO Pangasinan I Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i>	Georgina N. Nerida Administrative Officer V Pedro Jose C. Cudal Planning Officer III Abigail A. Cabilin Education Program Specialist II Laarni Grace F. Madayag Administrative Officer IV Herminia F. Anwoju Teacher Credentials Evaluator II Nenita S. Ducusin Administrative Assistant II Anthony A. Gaspar SG/Administrative Aide III



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<p>June 19-20, 2025</p>	<p>San Carlos City <i>SDO San Carlos City Proper</i> <i>Two (2) elementary schools</i> <i>Two (2) secondary schools</i> <i>Two (2) Implementing Unit</i></p> <p>Dagupan City <i>SDO Dagupan City 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>Laarni Grace F. Madayag Administrative Officer IV</p> <p>Herminia F. Anwoju Teacher Credentials Evaluator II</p> <p>Nenita S. Ducusin Administrative Assistant II</p> <p>Katherine B. Dominno-Cabanilla Administrative Aide VI</p> <p>Myra C. Mercado Administrative Aide I</p>
<p>June 25-27, 2025</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>Laarni Grace F. Madayag Administrative Officer IV</p> <p>Herminia F. Anwoju Teacher Credentials Evaluator II</p> <p>Nenita S. Ducusin Administrative Assistant II</p> <p>Myra C. Mercado Administrative Aide I</p>
<p>July 3-4, 2025</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>Laarni Grace F. Madayag Administrative Officer IV</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>



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July 10-12, 2025

Laoag City

SDO Laoag City Proper
Two (2) elementary schools
Two (2) secondary schools
Two (2) Implementing Unit

City of Batac

SDO City of Batac Proper
Two (2) elementary schools
Two (2) secondary schools
Two (2) Implementing Unit

Ilocos Norte

SDO Ilocos Norte 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

Laarni Grace F. Madayag

Administrative Officer IV

Herminia F. Anwoju

Teacher Credentials Evaluator II

Katherine B. Dominno-Cabanilla

Administrative Aide VI

Mary Ann D. Ramirez

Administrative Aide III