



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 312, s. 2026

**THIRD ROUND CONDUCT OF DEPED REGIONAL OFFICE I
 PERSONNEL AUDIT**

To: All Schools Division Superintendents
 All Others Concerned

1. This Office, through the Administrative Division-Personnel Section, in collaboration with the Human Resource Development Division, will conduct the the third round of Personnel Audit in the Schools Division Offices (SDOs) and selected schools. The audit activity intends to continually monitor the core processes on human resource such as leave management, recruitment/hiring, records management; identifies best practices in quality management system and PRIME-HRM; improves performance, and to provide feedback mechanisms between the Regional Office and the fields (*SDOs and schools*).

2. The audit centers on the following areas of concern:

1. Personnel Inventory
2. Updating of Personnel Services Itemization and Plantilla of Personnel (*PSIPOP*) and PMIS
3. School Form 7 (*Teaching Load of Teachers, Designation of Teachers – Coordinatorship, Specialization*)
4. Form 48 (*Daily Time Record/ DTR*)
5. Leave Management (*recently new type of leave – Wellness Leave*)
6. Deployed/ Detailed Personnel
7. Deployment and School Assignment of Newly-Appointed Non-Teaching Personnel in the Schools
8. 201 Files Management
9. Hiring and Selection Process
10. Special Hardship Allowance



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11. Work Arrangements
12. Employee's Nature of Appointment – reemployment, reinstatement, reassignment, demotion, reclassification, transfer
13. Personnel Actions (*Transfer, Travel Abroad, Exchange Visitor Program (Reclassification of Positions)*)

TOLENTINO G. AQUINO
Director IV

Encl.: As Stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

INTERVIEW OFFICIALS PERSONNEL

AD/PS/hfa/RM_3rdRoundPersonnelAudit

February 27, 2026



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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 Ramon O. Caniezo Supervising Administrative Officer Administrative Division
March 17-18, 2026	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 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 Niko B. Mercado Administrative Aide I
March 25-27, 2026	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 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 Hannah Claire L. Luna Administrative Aide I



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<p>March 31-April 1, 2026</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>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>Niko B. Mercado Administrative Aide I</p>
<p>April 15-17, 2026</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>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>Niko B. Mercado Administrative Aide I</p>
<p>April 22-24, 2026</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>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>Anthony A. Gaspar SG/Administrative Aide III</p> <p>Phoebhe Anne Marie G. Hafalla Administrative Aide III</p>



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April 28-30, 2026	<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>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>Niko B. Mercado Administrative Aide I</p>
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