Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
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BY:
DATE: MAR 16 2026

REGIONAL MEMORANDUM
No. 345 s. 2026

NEW SCHEDULE OF THE TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT (DPA)

To: Schools Division Superintendent
All Others Concerned

1. This refers to the attached Memorandum DM-OUHROD-2025-2944 entitled Training-Workshop on DepEd Personnel Audit FY 2025. Please be informed of the new schedule of the training-workshop as follows:

Participants	Date (inclusive of travel time)	Venue	Registration Link
Region I, II, III, & CAR	April 15-17, 2026	Marand Resort, La Union	https://bit.ly/Registration_DPA 2025_Cluster-I

2. In this regard, all Schools Division Offices (SDOs) are requested to send their Human Resource Management Officers and personnel in charge of maintaining and updating their PSIPOP and/or HR Personnel Database. Kindly refer to the Annex A for the actual number of participants per SDO.

3. Furthermore, participants are advised to prepare the pre-workshop requirements indicated in the memorandum.

4. Travel expenses of participants shall be charged to local funds, while expenses for board and lodging shall be charged against funds allocated for this purpose, subject to the usual accounting and auditing rules and regulations.

5. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.

For the Regional Director:

RHODA T. RAZON
Director III

Encl. and Ref: as stated.
To be indicated in the Perpetual Index
Under the following subjects:

DATABASE PSIPOP ITEMS

ADMIN/RJLC/roc/lgm/RM_DPA2026
March 12, 2026

Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.1
MAR 09 2026
BY:
TIME: 337

ADVISORY

05 March 2026

New Schedule of the Training-Workshop on DepEd Personnel Audit (DPA)

In reference to Memorandum **DM-OUHROD-2025-2944** with the subject *Training-Workshop on DepEd Personnel Audit (DPA) FY 2025*, please be informed on the following new schedule:

Participants	Date *(Inclusive of travel time)*	Venue	Registration Link
Region IV-A, IV-B, V & NCR	March 17 – 19, 2026	Tanza Oasis Hotel and Resort, Cavite	https://bit.ly/Registration_DPA2025_Cluster-II
Region VI, VII, VIII, & NIR	March 25 – 27, 2026	Panorama Summit Hotel, Davao City	https://bit.ly/Registration_DPA2025_Cluster-IV
Region I, II, III, & CAR	April 15 – 17, 2026	Marand Resort, La Union	https://bit.ly/Registration_DPA2025_Cluster-I
Region IX, X, XI, XII, & XIII	April 28 – 30, 2026	Pinnacle Hotel and Suites, Davao City	https://bit.ly/Registration_DPA2025_Cluster-III

Further, the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) will conduct a virtual orientation meeting thru MS Teams link https://tinyurl.com/DPAFY2026 on **11 March 2026, Wednesday, from 9:00 am onwards**, to present the steps, procedures and data elements of the DPA template.

Should you have immediate clarifications or concerns, you may contact Ms. Reina Joy S. Comabras or Mr. Mark Joseph N. Picones of the BHROD–Personnel Division at 8633-9345 or via email at reina.comabras@deped.gov.ph or mark.picones@deped.gov.ph.

WILFREDO E. CABRAL
Undersecretary

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[BHROD-PD/RSC

DEPARTMENT OF EDUCATION
RELEASED
CO - OUHROD
Oct 23, 2025
PD-DM-2025-64
By: R Malate 07:57 am

PD-DM-2025-64

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2944

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

FROM : **WILFREDO E. CABRAL**
Undersecretary

E-signed by
Wilfredo Cabral
10/23/2025, 6:38:43 PM

SUBJECT : **TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025**

DATE : 18 October 2025

The Department of Education (DepEd) Personnel Audit (DPA) aims to strengthen human resource (HR) service delivery through faster and more accurate processing of Plantilla data, leading to improved reporting, transparency, and evidence-based decision-making. The DPA also enables real-time monitoring of personnel information to support responsive and accountable HR operations across governance levels.

To operationalize and ensure the continued use of the **DepEd Personnel Audit (DPA) Inventory Monitoring Tool**, the Bureau of Human Resource and Organizational Development (BHROD) will conduct a **Training-Workshop on the DepEd Personnel Audit for FY 2025** with the following objectives:

1. To document and analyze comprehensive personnel data, including Plantilla, Contract of Service (CoS), Job Order (JO), and LGU-funded positions;
2. To update and consolidate the Department-wide Plantilla of Personnel and identify inconsistencies, duplicate entries, and incomplete data;
3. To enhance the accuracy, completeness, and reliability of DepEd's manpower database as the basis for planning, reporting, and decision-making; and
4. To ensure the timely updating of both the DPA Inventory Monitoring Tool and the DBM Government Manpower Information System (GMIS).

A. CLUSTER SCHEDULE

The Training-Workshop will be conducted in four (4) Clusters as follows:

Cluster	Participants	Date *(Inclusive of travel time)*	Venue	Registration Link
1	Region I, II, III, & CAR	October 27 – 29, 2025	Within Region I	https://bit.ly/Registration_DPA2025_Cluster-I
2	Region IV-A, IV-B, V & NCR	November 5 – 7, 2025	Within CALABARZON	https://bit.ly/Registration_DPA2025_Cluster-II
3	Region IX, X, XI, XII, & XIII	November 10 – 12, 2025	Within Davao	https://bit.ly/Registration_DPA2025_Cluster-III
4	Region VI, VII, VIII, & NIR	November 12 – 14, 2025	Within Davao	https://bit.ly/Registration_DPA2025_Cluster-IV

B. PARTICIPANTS

Each region is requested to send representatives as follows:

- **Regional Offices (ROs)**: One (1) Human Resource Management Officer (HRMO) or personnel responsible for maintaining and updating the Personal Services Itemization and Plantilla of Personnel (PSIPOP)

- **Schools Division Offices (SDOs)**: Human Resource Management Officer(s) and personnel in charge of maintaining and updating their PSIPOP and/or HR/Personnel database.

(Refer to **Annex A** for the actual number of participants per RO and SDO.)

Participants must register online via the links provided at least **three (3) calendar days** before their scheduled workshop.

C. PRE-WORKSHOP REQUIREMENTS

Participants are requested to prepare the following prior to the workshop:

1. Accomplished Pre-work Template (downloadable at **https://bit.ly/DPAPreWorkTemplate2025**);
2. Updated **Plantilla Database** and **List of Non-Plantilla Personnel** (CoS, JOs, Casual, and LGU-funded items) as of September 30, 2025 in MS Excel format.
3. MS Excel Application **(Excel 365 version: 2509, Build 19231.20172)**
4. Laptop, extension cords, and Wi-Fi devices (if available).

The three-day activity will commence with registration at **12:00 NN on Day 1**. The **first meal** will be **lunch on Day 1**, and the **last meal** will be **PM snack on Day 3**.

D. FUNDING AND ADMINISTRATIVE ARRANGEMENTS

Travel expenses of participants from field offices shall be charged to local funds. Expenses for board and lodging, supplies and materials, travel of CO personnel, and other incidental expenses shall be charged to funds allocated for this purpose, subject to the usual accounting and auditing rules and regulations.

The **final venue details** will be released through a **separate advisory**.

For further inquiries or clarifications, please contact **Ms. Reina Joy S. Comabras** or **Mr. Mark Joseph N. Picones** of the BHROD–Personnel Division through telephone numbers (02) 8633-6682/8633-9345 or email at bhrod.pd@deped.gov.ph.

For information and guidance.

[BHROD/KALC]

ANNEX A: PARTICIPANTS PER SCHOOLS DIVISION OFFICES (SDOs)

Cluster 1: Region I, II, III, & CAR *(October 27 – 29, 2025 within Region I)*

CAR	No. of Pax
Division of Abra	2
Division of Apayao	2
Division of Baguio City	2
Division of Benguet	2
Division of Ifugao	2
Division of Kalinga	2
Division of Mt. Province	2
Division of Tabuk City	2
Regional Office - Proper	1
REGION I	
Division of Alaminos City	2
Division of Batac City	1
Division of Candon City	2
Division of Dagupan City	2
Division of Ilocos Norte	2
Division of Ilocos Sur	2
Division of La Union	2
Division of Laoag City	2
Division of Pangasinan I	3
Division of Pangasinan II	3
Division of San Carlos City	2
Division of San Fernando City	2
Division of Urdaneta City	2
Division of Vigan City	2
Regional Office - Proper	1
REGION II	
Division of Batanes	2

REGION II	No. of Pax
Division of Cagayan	3
Division of Cauayan City	2
Division of Ilagan City	2
Division of Isabela	3
Division of Nueva Vizcaya	2
Division of Quirino	2
Division of Santiago City	2
Division of Tuguegarao City	2
Regional Office - Proper	1
REGION III	
Division of Angeles City	2
Division of Aurora	2
Division of Balanga City	2
Division of Baliwag City	2
Division of Bataan	2
Division of Bulacan	3
Division of Cabanatuan City	2
Division of Gapan City	2
Division of Mabalacat City	2
Division of Malolos City	2
Division of Meycauayan City	2
Division of Muñoz Science City	2
Division of Nueva Ecija	3
Division of Olongapo City	2
Division of Pampanga	3
Division of San Fernando City	2
Division of San Jose City	2

REGION III	No. of Pax
Division of San Jose del Monte City	2
Division of Tarlac	3
Division of Tarlac City	2
Division of Zambales	2
Regional Office - Proper	1
Regional Office - Proper	1
CENTRAL OFFICE	
BHROD – Office of the Director	1
BHROD – PD	6
BHROD – SED	2
BHROD – OED	1
BHROD – HRDD	1
BHROD – EWD	1
ICTS – TID	1

Cluster 2: Region IV-A, IV-B, V & NCR *(November 5 – 7, 2025 within CALABARZON)*

NCR	No. of Pax
Division of Caloocan	3
Division of Las Piñas	2
Division of Makati	2
Division of Malabon City	2
Division of Mandaluyong	2
Division of Manila	3
Division of Marikina	2
Division of Muntinlupa	2
Division of Navotas City	2
Division of Parañaque	2
Division of Pasay City	2
Division of Pasig City	2
Division of Quezon City	3
Division of San Juan City	1
Division of Taguig and Pateros	2
Division of Valenzuela	2
Regional Office - Proper	1
CALABARZON	
Division of Antipolo City	2
Division of Bacoor City	2
Division of Batangas	3
Division of Batangas City	2
Division of Biñan City	2
Division of Cabuyao City	2
Division of Calamba City	2
Division of Cavite	3
Division of Cavite City	1
Division of Dasmariñas City	2

CALABARZON	No. of Pax
Division of General Trias City	2
Division of Imus City	2
Division of Laguna	2
Division of Lipa City	2
Division of Lucena City	2
Division of Quezon	3
Division of Rizal	3
Division of San Pablo City	2
Division of San Pedro City	2
Division of Sta. Rosa City	2
Division of Sto. Tomas City	1
Division of Tanauan City	2
Division of Tayabas City	1
Regional Office - Proper	1
MIMAROPA	
Division of Calapan City	2
Division of Marinduque	2
Division of Occidental Mindoro	2
Division of Oriental Mindoro	2
Division of Palawan	3
Division of Puerto Princesa City	2
Division of Romblon	2
Regional Office - Proper	1
REGION V	
Division of Albay	3
Division of Camarines Norte	2
Division of Camarines Sur	3
Division of Catanduanes	2

REGION V	No. of Pax
Division of Iriga City	2
Division of Legazpi City	2
Division of Ligao City	2
Division of Masbate	3
Division of Masbate City	2
Division of Naga City	2
Division of Sorsogon	2
Division of Sorsogon City	2
Division of Tabaco City	2
Regional Office - Proper	1
CENTRAL OFFICE	
BHROD – Office of the Director	1
BHROD – PD	6
BHROD – SED	2
BHROD – OED	1
BHROD – HRDD	1
BHROD – EWD	1
ICTS – TID	1

Cluster 3: Region IX, X, XI, XII, & XIII *(November 10 – 12, 2025 within Davao)*

REGION IX	No. of Pax
Division of Dapitan City	2
Division of Dipolog City	2
Division of Isabela City	2
Division of Pagadian City	2
Division of Zamboanga City	2
Division of Zamboanga del Norte	3
Division of Zamboanga del Sur	3
Division of Zamboanga Sibugay	2
Regional Office - Proper	1
REGION X	
Division of Bukidnon	3
Division of Cagayan de Oro City	2
Division of Camiguin	2
Division of El Salvador City	1
Division of Gingoog City	2
Division of Iligan City	2
Division of Lanao del Norte	2
Division of Malaybalay City	2
Division of Misamis Occidental	2
Division of Misamis Oriental	2
Division of Oroquieta City	2
Division of Ozamiz City	2
Division of Tangub City	2
Division of Valencia City	2
Regional Office - Proper	1
REGION XI	
Division of Davao City	3
Division of Davao de Oro	2

REGION XI	No. of Pax
Division of Davao del Norte	2
Division of Davao del Sur	2
Division of Davao Occidental	2
Division of Davao Oriental	2
Division of Digos City	2
Division of Island Garden City of Samal	2
Division of Mati City	2
Division of Panabo City	2
Division of Tagum City	2
Regional Office - Proper	1
SOCCSKSARGEN	
Division of Cotabato	3
Division of General Santos City	2
Division of Kidapawan City	2
Division of Koronadal City	2
Division of Sarangani	2
Division of South Cotabato	2
Division of Sultan Kudarat	2
Division of Tacurong City	2
Regional Office - Proper	1
CARAGA	
Division of Agusan del Norte	2
Division of Agusan del Sur	2
Division of Bayugan City	2
Division of Bislig City	2
Division of Butuan City	2
Division of Cabadbaran City	2
Division of Dinagat Island	2

CARAGA	No. of Pax
Division of Siargao	2
Division of Surigao City	2
Division of Surigao del Norte	2
Division of Surigao del Sur	2
Division of Tandag City	2
Regional Office - Proper	1
CENTRAL OFFICE	
BHROD – Office of the Director	1
BHROD – PD	6
BHROD – SED	2
BHROD – OED	1
BHROD – HRDD	1
BHROD – EWD	1
ICTS – TID	1

Cluster 4: Region VI, VII, VIII, & NIR *(November 12 – 14, 2025 within Davao)*

NIR	No. of Pax
Division of Bacolod City	2
Division of Bago City	2
Division of Bais City	2
Division of Bayawan City	2
Division of Cadiz City	2
Division of Canlaon City	1
Division of Dumaguete City	2
Division of Escalante City	2
Division of Guihulngan City	2
Division of Himamaylan City	2
Division of Kabankalan City	2
Division of La Carlota City	2
Division of Negros Occidental	3
Division of Negros Oriental	2
Division of Sagay City	2
Division of San Carlos City	2
Division of Silay City	2
Division of Sipalay City	2
Division of Siquijor	2
Division of Tanjay City	2
Division of Victorias City	2
Regional Office - Proper	1
REGION VI	
Division of Aklan	2
Division of Antique	2
Division of Capiz	2
Division of Guimaras	2
Division of Iloilo	3

REGION VI	No. of Pax
Division of Iloilo City	2
Division of Passi City	2
Division of Roxas City	2
Regional Office - Proper	1
REGION VII	
Division of Bogo City	2
Division of Bohol	3
Division of Carcar City	2
Division of Cebu City	2
Division of Cebu Province	3
Division of Danao City	2
Division of Lapu-lapu City	2
Division of Mandaue City	2
Division of Naga City	2
Division of Tagbilaran City	2
Division of Talisay City	2
Division of Toledo City	2
Regional Office - Proper	1
REGION VIII	
Division of Baybay City	2
Division of Biliran	2
Division of Borongan City	2
Division of Calbayog City	2
Division of Catbalogan City	2
Division of Eastern Samar	2
Division of Leyte	3
Division of Maasin City	2
Division of Northern Samar	3

REGION VIII	No. of Pax
Division of Ormoc City	2
Division of Samar	2
Division of Southern Leyte	2
Division of Tacloban City	2
Regional Office - Proper	1
CENTRAL OFFICE	
BHROD – Office of the Director	1
BHROD – PD	6
BHROD – SED	2
BHROD – OED	1
BHROD – HRDD	1
BHROD – EWD	1
ICTS – TID	1

ANNEX B: ACTIVITY DESIGN / PROGRAM FLOW

TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025

Day 1	
Time/Session	**Activity**
8:00 AM - 11:45 NN	Travel time of participants, organizers, and BHROD Division representatives to the venue
12:00 NN - 1:30 PM	Arrival and registration of participants / Ingress
1:30 PM - 2:00 PM	**Opening Program** ▪ Philippine National Anthem ▪ Prayer ▪ DepEd Quality Policy Statement ▪ Welcome Remarks – Regional Director ▪ Opening Message – Undersecretary for HROD / BHROD Director
2:00 PM - 2:15 PM	Check-in of participants at the venue
2:15 PM - 2:25 PM	Getting-to-Know-You Activity / Expectation Setting
2:25 PM - 3:15 PM	**Priming Session** ▪ Workshop Rationale and Objectives ▪ Overview: Understanding the Current Situation (PM Snack – 3:00 PM)
3:15 PM - 5:00 PM	**Activity 1:** Presentation and Instructions on Data Cleansing Template (Plantilla Items)
6:00 PM onwards	Dinner
Day 2	
6:30 AM - 8:00 AM	Breakfast
8:00 AM - 08:15 AM	**Opening Session** ▪ Prayer / Doxology ▪ Patriotic Song ▪ Management of Learning / Energizer
8:15 AM - 12:00 NN	Workshop: Continuation of Activity 1 (AM Snack – 10:00 AM)
12:00 NN - 1:00 PM	Lunch Break
1:00 PM - 2:00 PM	Workshop: Continuation of Activity 1
2:00 PM - 3:00 PM	Activity 2: Instructions and Presentation of Template (Non-Plantilla Items)
3:00 PM - 5:00 PM	Workshop: Continuation of Activity 2
6:00 PM onwards	Dinner
Day 3	
6:30 AM - 8:00 AM	Breakfast
8:00 AM - 08:15 AM	**Opening Session** ▪ Prayer / Doxology ▪ Patriotic Song ▪ Management of Learning / Energizer
8:15 AM – 11:30 AM	Workshop: Continuation of Activity 2
11:30 AM – 12:00 NN	Closing Program
12:00 - 1:00 PM	Lunch Break; Egress/Check-out of participants at the Venue