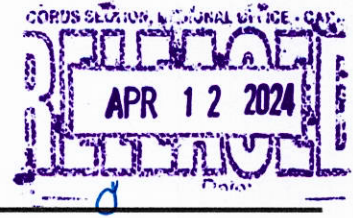




Republic of the Philippines
Department of Education
CARAGA REGION



April 11, 2024

REGIONAL MEMORANDUM
No. 0333, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DIVISION HRMOs
This Region

TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2024

1. Attached is Memorandum DM-OUHROD-2024-0631 dated April 4, 2024, relative to BHROD conduct of Training Workshop on Department of Education (DepEd) Personnel Audit FY 2024 in four (4) clusters. For Caraga Region, the scheduled conduct will be on **April 24-27, 2024** within General Santos City.
2. There shall be two (2) participants per Schools Division Offices. SDOs are directed to send their Human Resource Management Officer (HRMO) and one (1) staff from the HR Office directly in-charge in maintaining and updating the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and/or Human Resource (HR)/Personnel database. Participants must register online at https://bit.ly/Registration_DPA2024_Cluster-IV not later than April 17, 2024.
3. Furthermore, all participants are requested to prepare the following documents prior to the conduct of the program:
 - a. Accomplished Pre-work Templates which can be downloaded through this link: <https://tinyurl.com/DPA-2024-PeworkTemplates>
 - b. Updated Plantilla Database as of March 31, 2024 (MS Excel Database)
 - c. Updated List of Non-Plantilla Items (COS/JOs, Casual and LGU-Funded items)
 - d. Laptop, extension cords, and Wi-Fi devices (if available)
 - e. List of required data fields (Refer to Annex B)
4. The activity will last for a total of three (3) days, hence, identified participants are expected to be at the venue on Day 1 before 12:00 PM. The first meal provision is AM Snack on Day 1 and the last meal will be breakfast on Day 4.
4. Travelling expenses of the participants from the field offices shall be charged against local funds while the board and lodging of all participants and facilitators, travelling expenses of CO personnel, supplies and materials and other incidental expenses shall be charged against the funds allocated for this purpose, subject to the usual accounting and auditing rules and regulations.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@depd.gov.ph
Website: <https://caraga.dened.gov.ph/>



2024-04-05713

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5. For your information, guidance and compliance.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encls.: Memorandum DM-OUHROD-2024-0631
Annex B: LIST OF REQUIRED DATA FIELDS
Reference: DM-OUHROD-2024-0631
To be indicated in the Perpetual Index
under the following subjects:

DATABASE

INVENTORY

PERSONNEL

PLANTILLA

PER/srp
04/11/2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-0631

TO : Undersecretaries
Assistant Secretaries
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 : **TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2024**

DATE : 04 April 2024

In line with the urgent need to determine the required manpower complement during the budget hearings, EDCOM2 Meetings, and the ongoing efforts of the Department to provide efficient and effective delivery of services to our teachers and learners, the Bureau of Human Resources and Organizational Development (BHROD) will be conducting a **Training-Workshop on Department of Education (DepEd) Personnel Audit FY 2024** to gather and consolidate the updated data of personnel with the following objectives:

1. To capture the nationwide DepEd manpower data including Regular, Coterminous, Contractual, Contract of Service, Job-Orders, and LGU-funded positions;
2. To update and consolidate the DepEd-wide Plantilla of Personnel and to identify inconsistencies, duplicates, or incomplete data entries within the data;
3. To enhance the data quality and usefulness of the DepEd Plantilla and manpower data leading to more dependable and precise data reports; and
4. To ensure the timeliness of updating of DepEd Personnel Audit (DPA) monitoring tool/template and DBM-GMIS for accurate and real-time data results.

The training-workshop will be conducted in four (4) Clusters and scheduled as follows:



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8633-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

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Cluster	Participants	Date (inclusive of travel time)	Venue	Registration Link	Deadline for Registration
1	Region I, II, III and CAR	April 10-13, 2024	Hacienda Gracia, Lubao, Pampanga	https://bit.ly/Registration_DPA2024_Cluster-I	April 7, 2024
2	Region VI, VII and VIII	April 16-19, 2024	Within Cebu City	https://bit.ly/Registration_DPA2024_Cluster-II	April 11, 2024
3	Region IV-A, IV-B, V and NCR	April 22-25, 2024	DAP Tagaytay	https://bit.ly/Registration_DPA2024_Cluster-III	April 16, 2024
4	Region IX, X, XI, XII and XIII	April 24-27, 2024	Within General Santos City	https://bit.ly/Registration_DPA2024_Cluster-IV	April 17, 2024

In view hereof, all Regional Offices (ROs) and Schools Division Offices (SDOs) are requested to send representatives who are in-charge in maintaining and updating their Personal Services Itemization and Plantilla of Personnel (PSIPOP) and/or Human Resource (HR)/Personnel database. Hence, the following **participants must register online at the given registration link** to confirm their attendance at the given deadline.

Category	Maximum Number of Representatives
Regional Office	Two (2) representatives
SDOs – Small and Medium	Two (2) representatives
SDOs – Large and Very Large	Three (3) representatives

**Attached is the category of size classification per SDOs*

Furthermore, all participants are requested to prepare the following documents prior to the conduct of the program:

1. Accomplished Pre-work Templates which can be downloaded through this link: <https://tinyurl.com/DPA-2024-PeworkTemplates>
2. Updated Plantilla Database as of March 31, 2024 (MS Excel Database)
3. Updated List of Non-Plantilla Items (COS/JOs, Casual and LGU-Funded items)
4. Laptop, extension cords, and Wi-Fi devices (if available)
5. List of required data fields (Refer to Annex B)

The activity will last for a total of three (3) days; hence, identified participants are expected to be at the venue on Day 1 before 12:00 PM. The first meal provision is AM Snack on Day 1 and the last meal will be breakfast on Day 4.

Travelling expenses of the participants from the field offices shall be charged against local funds while the board and lodging of all participants and facilitators, travelling expenses of CO personnel, supplies and materials and other incidental expenses shall be charged against the funds allocated for this purpose, subject to the usual accounting and auditing rules and regulations.

For any clarifications and other concerns, kindly contact Ms. Sherry Mae Gonzales of BHROD-Personnel Division through phone number (02) 8633-6682/8633-9345 or email at bhrod.pd@deped.gov.ph.

For information and guidance.

[BHROD/ S.Gonzales]

Annex B: LIST OF REQUIRED DATA FIELDS**Template A: AUTHORIZED PLANTILLA**

column	Required Data	Description	Available Template Options
A	ITEM NUMBER	Refers to the unique item number of the authorized position based on the Personal Services Itemization and Plantilla of Personnel (PSIPOP)	None: Data entry required
B	FULL NAME	Refers to the incumbent's full name following the given format wherein middle names are spelled out: LN, FN, MN LN – Last Name FN – First Name MN – Middle Name <i>Sample:</i> Dela Cruz, Juan Jr. Santos	None: Data entry required
C	DATE OF BIRTH	Refers to employee's birthdate following the given format: DD/MM/YYYY <i>Sample:</i> June 4, 1996 = 04/06/1996	None: Data entry required
D	ORIGINAL APPOINTMENT	Refers to employee's date of original appointment following the given format: DD/MM/YYYY <i>Sample:</i> March 29, 2023 = 29/03/2023	None: Data entry required
E	DATE OF LAST PROMOTION	Refers to employee's date of last promotion following given format: DD/MM/YYYY <i>Sample:</i> April 1, 2024 = 01/04/2024 <i>Note: For those not promoted since date of original appointment, the entry shall be the same as indicated in Column D.</i>	None: Data entry required
F	SCHOOL ID	Required for teaching and school based authorized positions. This refers to school's unique identification number in the Basic Education Information System (BEIS).	Dropdown list of available School IDs per Division / Office
G	SCHOOL NAME	Refers to the name of the school attached to the School ID provided in Column F. This column is automatically populated.	Automatically generated based on the School ID provided.

Annex B: LIST OF REQUIRED DATA FIELDS

		Please do not edit this column.	
H	ACTUAL DEPLOYMENT	Refers to employee's actual place of assignment. <i>*Required if reassigned or deployed</i>	None: Data entry required
I	DATE OF VACANCY	Refers to date when the item became vacant using the following give format: DD/MM/YYYY <u>Sample:</u> April 10, 2024 = 10/04/2024 <i>*Required for all vacant items only</i>	None: Data entry required
J	TAGGING OF ITEM	Refers to employee's item status based on the Rationalization Plan or the Approved Staffing Pattern/Complement.	<u>Dropdown list:</u> ▪ RR – Regular item ▪ CT – Coterminous to appointing authority or official ▪ CTI – Coterminous to the Incumbent
K	REASON FOR UNFILLED ITEM	Pre-identified <i>generic reasons</i> for the unfilled item <i>*Required for all vacant items only</i>	<u>Dropdown list:</u> ▪ Awaiting CSC Attestation ▪ CTI Item ▪ Hard-to-fill Position ▪ Item is already filled up ▪ Item is reposted ▪ Not Applicable ▪ Natural Vacancy ▪ On-going Hiring Process (for 1st posting only) ▪ Other Reasons ▪ Waiving of items under Special Hiring Arrangements
L	REMARKS	Refers to the <i>specific cause</i> of vacancy based on the selected generic reason in Column K: Please select the applicable remark per declared reason	<u>Dropdown list:</u> a. Awaiting CSC Attestation ▪ No further remarks required b. CTI Item ▪ CTI due to Rationalization ▪ CTI due to Tri-focalization c. Hard-to-fill Position ▪ Attorney Items ▪ Guidance Counselor items ▪ Lack of applicants with the appropriate specialization ▪ Lack of qualified applicants based on QS d. Item is already filled up ▪ No further remarks required e. Item is reposted ▪ Reposted once ▪ Reposted twice ▪ Reposted thrice ▪ Reposted more than 3x f. Not Applicable

Annex B: LIST OF REQUIRED DATA FIELDS

			▪ No further remarks required g. Natural Vacancy ▪ Resigned ▪ Retired ▪ Transferred h. On-going Hiring Process (for 1st posting only) ▪ Publication Stage ▪ Initial Evaluation Stage ▪ Comparative Assessment Stage ▪ Deliberation Stage ▪ CAR/CAR-RQA Posting Period ▪ Selection & Appointment Stage i. Other Reasons j. Waiving of items under Special Hiring Arrangements ▪ DOST scholar graduates ▪ SPIMS beneficiaries
M	OTHER REMARKS	Additional reasons, comments, or justifications for unfilled item which is not included in the pre-identified generic reasons <i>*Required if "Other Reasons" is selected in Column K</i>	None: Data entry required

Note: Regional Office and Schools Division Office information required prior to accomplishing the template.

Template B: NON-PLANTILLA PERSONNEL

(Contract of Service, Job Orders, Casual, Contractual, and LGU Funded)

Column	Required Data	Description	Available Template Options
A	NO.	Refers to the number of entry	None: Data entry required
B	OFFICE ASSIGNMENT	Refers to employee's place of office assignment	Dropdown list: ▪ Regional Office ▪ Schools Division Office ▪ School
C	SCHOOL ID	Required for teaching and school based authorized positions. This refers to school's unique identification number in the Basic Education Information System (BEIS).	Dropdown list of available School IDs per Division / Office
D	SCHOOL NAME	Refers to the name of the school attached to the School ID provided in Column F. This column is automatically populated. <i>Please do not edit this column.</i>	Automatically generated based on the School ID provided.

Annex B: LIST OF REQUIRED DATA FIELDS

K	FIRST DAY OF SERVICE	For newly hired & renewed employees with continuous service (no gap): refers to the original date of employment in the Department For renewed employees with gap in service: refers to the first day of service for the current contract	None: Data entry required
L	EMPLOYMENT STATUS	Refers to the status of engagement with DepEd	<u>Dropdown list:</u> ▪ Casual ▪ Contract of Service ▪ Contractual ▪ Job Order ▪ LGU Funded

Note: Regional Office and Schools Division Office information required prior to accomplishing the template