



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2023-74514
 DM-2023-05-202
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 MAY 31 2023
 By: *[Signature]*

DIVISION MEMORANDUM
 No. 202, s. 2023

TO: Public Elementary School Heads
 Secondary School Heads: Implementing and Non-Implementing Units
 This Division

FROM: *[Signature]*
CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent

RE: **Conduct of Personnel Audit**

DATE: May 30, 2023

1. To promptly and accurately provide various Personnel services such as but not limited to personnel information, personnel action, compensation and benefits administration, sufficient personnel in schools among others, the Office shall strengthen the personnel information system of this Division. Thus, it shall conduct a Personnel Audit.

2. The School Heads are hereby directed to prepare and submit a comprehensive list of its teaching and non-teaching personnel following the template attached. It is encouraged that each school shall provide a mechanism like google sheet or any means that each school personnel shall input their own personal and employment information so as to make sure that the important details shall not be missed out thus, inputted accurately. Submission of such shall be in-person and no proxy at the Division Multi-purpose Hall for record reconciliation on their respective schedules as follows:

District	Schedule	District	Schedule	District	Schedule	District	Schedule
District 1	6/8/2023	D4	6/14/2023	D7	6/20/2023	D10	6/23/2023
D2	6/9/2023	D5	6/15/2023	D8	6/21/2023		
D3	6/13/2023	D6	6/16/2023	D9	6/22/2023		

3. Corrected data in soft and in hard copies shall be submitted to this Office together with the sheets with corrections the following day after the reconciliation schedule.

4. This Office hereby directs all the School Heads to strictly observe RA 10173 otherwise known as the Data Privacy Act of 2012.

5. Queries relative to this can be channeled to Guia Ma. G. Villahermosa of the Personnel Unit.

5. For guidance and compliance.

Incl: as stated:

Copy furnished:
 Records Unit
 Personnel Unit

TO BE POSTED ON THE WEBSITE

Note: School heads shall facilitate the personnel audit w/ HRMC. No proxy





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)

District: _____
 School: _____

NO.	ITEM NUMBER (OSEC-DECSB-XXXX-XXXX-XXXX)	POSITION TITLE	NAME OF INCUMBENT			PRESENT ADDRESS	SEX	DATE OF BIRTH MM/DD/YYYY	TIN 000-000-000	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	CIVIL SERVICE ELIGIBILITY	SCHOOL ASSIGNMENT	Date Started at Present Station MM/DD/YYYY	PHONE NUMBER 09xx-xxx-xxxx
			LAST NAME	FIRST NAME	MIDDLE NAME										
ELEM&KINDER															
1															
2															
3															
4															
5															
6															
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JUNIOR HS															
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Insert row for additional teachers															
SENIOR HS															
1															
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4															
5															
6															
7															
8															
9															
10															
Insert row for additional teachers															

CERTIFIED TRUE AND CORRECT:

 SCHOOL HEAD
 NAME AND SIGNATURE