



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

07 Mar 2024

DIVISION MEMORANDUM
OSDS-2024-038

PERSONNEL AUDIT AT THE SCHOOLS DIVISION OFFICE AND
SELECT PUBLIC SCHOOLS IN SARANGANI PROVINCE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools Districts Supervisors
Public Elementary and Secondary Schoolheads Concerned

1. Relative to Region Memorandum ORD-2023-045, the Department of Education – SOCCSKSARGEN Regional Office will conduct a **Personnel Audit** at the Schools Division Office (SDO) and select public schools in Sarangani Province on March 8, 2024.
2. The purpose of the personnel audit is to ascertain the extent of the implementation of the SDO mandates by ascertaining the equitable distribution and deployment of teaching and non-teaching personnel according to the existing parameters, standards, workload, and requirements prescribed by the Department.
3. All SDO-based personnel are advised to wear the QMS Activity Shirt (maroon and yellow color) during the activity. Please see the enclosures for the list of participants from the SDO, the Composition of Regional Assessors, the Indicative Schedule of Activities, and the Personnel Audit Toolkit.
4. For inquiries, contact Rehane P. Sambuto at 09385540626.
5. For the information, guidance, and compliance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

AUDIT BUREAUS AND OFFICES
EMPLOYEES SCHOOLS

RPS/OSDS-PU/MLA – personnel audit at the schools division office and
select public schools in sarangani province
0300/March 7, 2024

PERSONNEL AUDIT AT THE SCHOOLS DIVISION OFFICE AND
SELECT PUBLIC SCHOOLS IN SARANGANI PROVINCE

March 8, 2024

LIST OF PARTICIPANTS FROM THE SCHOOLS DIVISION OFFICE

No.	Name of Personnel	Position
1.	Estacio, Ruth L.	Schools Division Superintendent
2.	Frinal, Nelyn B.	Assistant Schools Division Superintendent
3.	Cardinal, Maria Shirley Moralidad	Chief Education Supervisor, SGOD
4.	Panes, Donna Sebua	Chief Education Supervisor, CID
5.	Demabildo, Melodie Mabalot	Education Program Supervisor
6.	Alba, Judith Baluyot	Education Program Supervisor
7.	Maguan, Melchor Palalisan	Education Program Supervisor
8.	Donio, Mario Suco	Education Program Supervisor
9.	Gulam, Edward Ryan Flores	Education Program Supervisor
10.	Dinopol, Araceli Jabilles	Senior Education Program Specialist
11.	Martin, Romeo Lawa	Senior Education Program Specialist
12.	Tuyogon, Felipe Jr. Bantilan	Senior Education Program Specialist
13.	Loguoman, Madina Patekay	Education Program Specialist II
14.	Galopo, Nathaniel Artajo	Education Program Specialist II
15.	Bagnol, Norie Labastid	Education Program Specialist II
16.	Degino, Albert Quiñones	Attorney III
17.	Devera, Edgar Surmillon	Engineer III
18.	Abid, Bualan Jr. Yabes	Planning Officer III
19.	Eugenio, Leonardo Oamil	Accountant III
20.	Detoyato, Roy Jimenez	Information Technology Officer I
21.	Tudayan, Estylinda Gajardo	Nurse II
22.	Dinasas, Irma May Gatinao	Administrative Officer V
23.	Albarracin, Grace Miranda	Administrative Officer V
24.	Eugenio, Mary Ann Panaguiton	Administrative Officer IV
25.	Tabaranza, Leonila Egos	Administrative Officer IV
26.	Alquiza, Joanne Gay Cabang	Administrative Officer IV
27.	Sambuto, Rehane Paidumama	Administrative Officer IV
28.	Abulon, Kenn Marrion Toledo	Administrative Assistant III
29.	Cellona, Shella Mae Abatin	Administrative Assistant III



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Enclosure to Region Memorandum ORD-2023-045: Personnel Audit Team

COMPOSITION OF THE REGIONAL PERSONNEL AUDIT TEAM

Governance Level	Classification	Team
		Top Management: <ul style="list-style-type: none">• Carlito D. Rocafort, Director IV• Kathrine H. Lotilla, CAO OIC-OARD
Division	Division Office	Team Leaders: Luz Lalli L. Ferrer – SGOD and CID Joseph Russel M. Farnazo – OSDS Members: Grace Patrice Mondragon John Rey Villalon Emerin B. Astillero Maricel Rodriguez Samsudin Paraid – PSI-POP Secretariat: Angelita Poral
School	Central Elementary School with ALS	Team Leaders: Emily C. Enolpe Melinda A. Rivera Members: Dave Prodigio Maria Isabel Cunanan Agney A. Taruc Norman Valeroso Crisanto A. Bulado Salvador Rodel Secretariat: GV Lo Buensalida
	Secondary School (Non-IU)	Team Leaders: Napoleon J. Gio Members: Arturo Tingson Leonardo Mission Shiennalyn Antenor Nathaniel Bangoc Secretariat: Kelvin Jay Losanes



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



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	Implementing Units (Big) – JHS and SHS	<p>Team Leaders: Gilbert B. Barrera - SHS Glenn A. Bisnar - JHS Maria Lourdes A. Sanches – Operations (Admin and Finance)</p> <p>Members: Jay-ar Lipura Cynthia Diaz Jade Palomar Louella Jabido Jeanette Delima Cheryl Villa</p> <p>Secretariat Johnny Maniago Christine Aguillon</p>
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Indicative Schedule of Activities

Day and Time	Activity	Person/Office Responsible
8:00-8:30AM	Arrival and Registration	Division Office
8:30-8:45AM	Opening Meeting Government Employees' Prayer Recitation of DepEd Quality Policy, DepEd SOCCSKSARGEN Aspiration, Core Values and Quality Policy Welcome Remarks Message Statement of Purpose, Objectives and Personnel Audit Processes	Schools Division Superintendents Carlito D. Rocafort <i>Director IV</i> Kathrine H. Lotilla <i>Chief Administrative Officer</i> <i>OIC-OARD</i>
8:45-9:00AM	Division Report on the Status of Human Resource based on the Toolkit	Schools Division Superintendent
9:00-9:30AM	Travel Time of RPAT to the identified schools	Division and RPAT
9:30-12:00NN	Personnel Audit	RPAT
12:00-1:00PM	LUNCH BREAK	
1:00-2:00PM	Continuation of Personnel Audit	RPAT
2:00-2:30PM	Personnel Audit deliberation of the team on the findings and results including the proposed resolution and actions to be taken	RPAT
2:30-3:00PM	Travel Time of RPAT from School to the Division Office	RPAT
3:00-4:00PM	Closing Meeting	RPAT, Division, and School
4:00-6:00 PM	HOME-SWEET-HOME	RPAT



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Personnel Audit Toolkit

Issuance	Highlights	Documented Information Requirement
<p>DepEd Memo OUHROD-2022-0478] Return to School Order for ADAS III and II Created in FYs 2017 and 2019</p>	<p>To unload teachers from ancillary and/or non-teaching tasks and enable them to focus on quality instruction in pursuit of the Department's reform agenda under <i>Sulong Edukalidad</i> to pivot its focus on quality education. And to address the primary challenge on human resources in schools, particularly the non-teaching personnel, all Regional and Schools Division Offices are directed to return elementary schools the created ADAS III and ADAS II in 2017 to 2019 particularly those without the following non-teaching positions (Administrative Officer II, ADAS III, and ADAS II).</p>	<ul style="list-style-type: none"> • Annex B – Deployment Report of Administrative Assistant Items • Designation Order
<p>DepEd Memorandum-OUHROD-2022-0191 Deployment of Administrative Officer II Items to Public Elementary and Secondary Schools</p>	<p>The third-year creation and deployment of Administrative Officer II (AO II) items in public elementary and secondary schools by the department is an initiative aims to support schools by unloading teachers from doing ancillary services and administrative tasks so they can focus on teaching. The AO II is the support staff of the school. Therefore, the transfer of AO II to non-schools and/or assigning non-school-related tasks and tasks outside of their job description is highly discouraged and will be considered as serious violation of DepEd policy.</p>	<ul style="list-style-type: none"> •Annex D.1: Deployment Report of School-based Administrative Officer II Positions •Designation Order
<p>Region Memorandum ORD 2023-023 Clarification on the Tasks and Responsibilities of the Designated Teacher In-charge</p>	<p>Teacher In-Charge in all public schools must have a three-hour teaching loads or 3-hour of teaching in any learning areas per day from Monday to Friday, effective School Year 2023-2024.</p>	<ul style="list-style-type: none"> •Designation Order •Class and Teacher Program





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Issuance	Highlights	Documented Information Requirement
<p>Section 13.b: Detail 2017 Omnibus Rules and on Appointments and other Human Resource Actions (Revised July 2018)</p>	<p>Detail Detail is a temporary movement of an employee from one department or agency to another which does not involve reduction in rank, status or salary</p> <p>Detail with consent shall be allowed for a maximum of three years. The extension or renewal of the detail shall be discretionary on the part of the parent agency.</p>	<ul style="list-style-type: none"> • List of Detailed Personnel with date of effectivity and validity • Designation Order
<p>Section 13.c: Designation 2017 Omnibus Rules and on Appointments and other Human Resource Actions (Revised July 2018)</p>	<p>Designation Designation – movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of duties of another position on a concurrent capacity or on full-time basis.</p> <p>For positions with incumbents who temporarily can not perform the duties of the position (due to vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointment officer/authority. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two years.</p>	<ul style="list-style-type: none"> • List of Personnel Designated with and without incumbent positions with date of effectivity and validity of Designation Order • Designation Order





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	<p>For positions without incumbents, a designation may be made only for a maximum of one year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two years</p> <p>Only experience gained from designation compliant with the abovestated rules shall be credited as relevant experience for purposes of appointment</p>	
<p>RA 4670, Section 13. Teaching Hours Magna Carta for Public School Teachers</p>	<p>Any teacher engaged in actual classroom instruction shall not be required to render more than six hours of actual classroom teaching a day, which shall be so scheduled as to give him time for the preparation and correction of exercises and other work incidental to his normal teaching duties</p>	<ul style="list-style-type: none"> • Teacher Class Program • School Form 7
<p>DBM Circular 549, s. 2013 titled Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System</p>	<p>This circular is issued to prescribe a monthly updating of the PSIPOP to obtain real-time data on the status of agency staffing, particularly the number of filled and unfilled positions; to establish reliable basis for updating the forward estimates on Personal Services, and to determine the manpower requirements of the department; to serve as basis for appointments to positions</p>	<ul style="list-style-type: none"> • Summary of Filled and Unfilled Items by Position, (teaching, non-teaching and teaching-related positions)
<p>DepEd Memorandum HROD 2022-0635</p>	<p>Teachers Deployment Criteria Standards</p> <p>Refer to Enclosure I Classroom Organization and Deployment Standard Parameters</p>	<ul style="list-style-type: none"> • School Form 7 and Class Program





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DepEd Order 21, s. 2019 titled Policy Guidelines on the K to 12 Basic Education Program	Guide the central, regional and schools division offices, and schools in effectively organizing and managing the implementation of the K to 12 Basic Education Program Refer to Enclosure II: Class Program by Grade Level	<ul style="list-style-type: none">• a. Teacher Class Schedule• b. Class Program per Class Organized
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