



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

ORD-2024- 381

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **JOCELYN DR ANDAYA**  
Director IV

**SUBJECT :** **TRAINING-WORKSHOP ON DEPED PERSONNEL  
AUDIT FY 2024**

**DATE :** April 15, 2024

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-0631 dated April 4, 2024 signed by Hon. Wilfredo E. Cabral, Regional Director, OIC-Office of the Undersecretary for Human Resource and Organizational Development, relative to the above-captioned activity on April 22-25, 2024 (Cluster 3) at DAP, Tagaytay City, for information and guidance of all concerned.

2. In this connection, you are requested to send representatives who are in-charge in maintaining and updating of PSIPOP and/or Human Resource (HR)/personnel database. Number of allowable participants will depend on the size of the SDO (S,M,L), and are likewise required to register through this link: [https://bit.ly/Registration\\_DPA2024\\_Cluster-III](https://bit.ly/Registration_DPA2024_Cluster-III).

3. Further, attention is particularly invited to paragraph 4, items 1-5 for the pre-work data preparation, for compliance.

4. For immediate dissemination and guidance.



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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  
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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	<a href="https://bit.ly/Registration_DPA2024_Cluster-I">https://bit.ly/Registration_DPA2024_Cluster-I</a>	April 7, 2024
2	Region VI, VII and VIII	April 16-19, 2024	Within Cebu City	<a href="https://bit.ly/Registration_DPA2024_Cluster-II">https://bit.ly/Registration_DPA2024_Cluster-II</a>	April 11, 2024
3	Region IV-A, IV-B, V and NCR	April 22-25, 2024	DAP Tagaytay	<a href="https://bit.ly/Registration_DPA2024_Cluster-III">https://bit.ly/Registration_DPA2024_Cluster-III</a>	April 16, 2024
4	Region IX, X, XI, XII and XIII	April 24-27, 2024	Within General Santos City	<a href="https://bit.ly/Registration_DPA2024_Cluster-IV">https://bit.ly/Registration_DPA2024_Cluster-IV</a>	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	<b>Two (2)</b> representatives
SDOs – Small and Medium	<b>Two (2)</b> representatives
SDOs – Large and Very Large	<b>Three (3)</b> 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://tinurl.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](mailto: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: <b>LN, FN, MN</b>  LN – Last Name FN – First Name MN – Middle Name  <i>Sample:</i> <b>Dela Cruz, Juan Jr. Santos</b>	None: Data entry required
C	DATE OF BIRTH	Refers to employee's birthdate following the given format: <b>DD/MM/YYYY</b>  <i>Sample:</i> <b>June 4, 1996 = 04/06/1996</b>	None: Data entry required
D	ORIGINAL APPOINTMENT	Refers to employee's date of original appointment following the given format: <b>DD/MM/YYYY</b>  <i>Sample:</i> <b>March 29, 2023 = 29/03/2023</b>	None: Data entry required
E	DATE OF LAST PROMOTION	Refers to employee's date of last promotion following given format: <b>DD/MM/YYYY</b>  <i>Sample:</i> <b>April 1, 2024 = 01/04/2024</b>  <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.  <b>This column is automatically populated.</b>	Automatically generated based on the School ID provided.

**Annex B: LIST OF REQUIRED DATA FIELDS**

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

**Annex B: LIST OF REQUIRED DATA FIELDS**

			<ul style="list-style-type: none"> <li>▪ No further remarks required</li> <li><b>g. Natural Vacancy</b></li> <li>▪ Resigned</li> <li>▪ Retired</li> <li>▪ Transferred</li> <li><b>h. On-going Hiring Process (for 1<sup>st</sup> posting only)</b></li> <li>▪ Publication Stage</li> <li>▪ Initial Evaluation Stage</li> <li>▪ Comparative Assessment Stage</li> <li>▪ Deliberation Stage</li> <li>▪ CAR/CAR-RQA Posting Period</li> <li>▪ Selection &amp; Appointment Stage</li> <li><b>i. Other Reasons</b></li> <li><b>j. Waiving of items under Special Hiring Arrangements</b></li> <li>▪ DOST scholar graduates</li> <li>▪ SPIMS beneficiaries</li> </ul>
<b>M</b>	<b>OTHER REMARKS</b>	<p>Additional reasons, comments, or justifications for unfilled item which is not included in the pre-identified generic reasons</p> <p><i>*Required if "Other Reasons" is selected in Column K</i></p>	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
<b>A</b>	<b>NO.</b>	Refers to the number of entry	None: Data entry required
<b>B</b>	<b>OFFICE ASSIGNMENT</b>	Refers to employee's place of office assignment	<u>Dropdown list:</u> <ul style="list-style-type: none"> <li>▪ Regional Office</li> <li>▪ Schools Division Office</li> <li>▪ School</li> </ul>
<b>C</b>	<b>SCHOOL ID</b>	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
<b>D</b>	<b>SCHOOL NAME</b>	<p>Refers to the name of the school attached to the School ID provided in Column F.</p> <p><b>This column is automatically populated.</b></p> <p><i>Please do not edit this column.</i></p>	Automatically generated based on the School ID provided.

**Annex B: LIST OF REQUIRED DATA FIELDS**

E	NATURE OF WORK	Refers to the classification of work of the position held	<p><u>Dropdown list:</u></p> <ul style="list-style-type: none"> <li>▪ Clerical services (Administrative, Messenger)</li> <li>▪ Driver/Transportation (Drivers)</li> <li>▪ Engineering (Engineers)</li> <li>▪ Health and allied services (Medical Doctors, Nurses, Guidance Counselors)</li> <li>▪ IT services (Information Technology Officers)</li> <li>▪ Janitorial services (Utility, Ground Maintenance, Caretaker)</li> <li>▪ Legal services (Attorney, Legal Assistant)</li> <li>▪ Security services (Watchman, Security Officer)</li> <li>▪ Teaching services (Teachers)</li> <li>▪ Technical services (Technical Assistant, Researcher)</li> <li>▪ Trades and crafts/laborer (Skilled Worker, Craftsman)</li> <li>▪ Others</li> </ul>
F	MONTHLY SALARY	Refers to the monthly compensation (excluding other monetary benefits)	None: Data entry required
G	SOURCE OF FUNDS	Refers to the fund source for the payment of salary and benefits	None: Data entry required
H	FULL NAME	<p>Refers to the employee's full name following the given format wherein middle names are spelled out: LN, FN, MN</p> <p>LN – Last Name FN – First Name MN – Middle Name</p> <p><u>Sample:</u> <b>Dela Cruz, Juan Jr. Santos</b></p>	None: Data entry required
I	DATE OF BIRTH	<p>Refers to employee's birthdate following the given format: DD/MM/YYYY</p> <p><u>Sample:</u> <b>June 4, 1996 = 04/06/1996</b></p>	None: Data entry required
J	SEX	Refers to employee's sex assigned at birth	<p><u>Dropdown list:</u></p> <ul style="list-style-type: none"> <li>▪ Male</li> <li>▪ Female</li> </ul>

**Annex B: LIST OF REQUIRED DATA FIELDS**

<b>K</b>	<b>FIRST DAY OF SERVICE</b>	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
<b>L</b>	<b>EMPLOYMENT STATUS</b>	Refers to the status of engagement with DepEd	<u>Dropdown list:</u> <ul style="list-style-type: none"><li>▪ Casual</li><li>▪ Contract of Service</li><li>▪ Contractual</li><li>▪ Job Order</li><li>▪ LGU Funded</li></ul>

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



## CATEGORY SIZE CLASSIFICATION PER SCHOOLS DIVISION OFFICES (SDOs)

### CLUSTER 1

Region I		Region II		Region III	
1. Ilocos Norte	M	1. Batanes	S	1. Aurora	M
2. Ilocos Sur	M	2. Cagayan	L	2. Bataan	M
3. La Union	M	3. Isabela	L	3. Bulacan	L
4. Pangasinan I	L	4. Nueva Vizcaya	M	4. Nueva Ecija	L
5. Pangasinan II	L	5. Quirino	M	5. Pampanga	L
6. Alaminos City	S	6. Cauayan City	S	6. Tarlac	L
7. Batac City	S	7. Ilagan City	S	7. Zambales	M
8. Candon City	S	8. Santiago City	S	8. Angeles City	M
9. Dagupan City	M	9. Tuguegarao City	M	9. Balanga City	S
10. Laoag City	S			10. Cabanatuan City	M
11. San Carlos City	M	<b>CAR</b>		11. Gapan City	S
12. San Fernando City	S	1. Abra	M	12. Mabalacat City	S
13. Urdaneta City	M	2. Apayao	M	13. Malolos City	M
14. Vigan City	S	3. Benguet	M	14. Meycauayan City	S
		4. Ifugao	M	15. Olongapo City	M
		5. Kalinga	M	16. San Fernando City	M
		6. Mt. Province	M	17. San Jose City	S
		7. Baguio City	M	18. San Jose Del Monte City	M
		8. Tabuk City	M	19. Science City of Muñoz	S
				20. Tarlac City	M
				21. Baliwag City	S

## CATEGORY SIZE CLASSIFICATION PER SCHOOLS DIVISION OFFICES (SDOs)

### CLUSTER 2

Region VI		Region VII		Region VIII	
1. Aklan	M	1. Bohol	L	1. Biliran	M
2. Antique	M	2. Cebu	VL	2. Eastern Samar	M
3. Capiz	M	3. Negros Oriental	L	3. Leyte	L
4. Guimaras	M	4. Siquijor	M	4. Northern Samar	M
5. Iloilo	VL	5. Bais City	S	5. Samar (Western)	M
6. Negros Occidental	L	6. Bayawan City	M	6. Southern Leyte	M
7. Bacolod City	M	7. Bogo City	S	7. Baybay City	S
8. Bago City	M	8. Carcar City	M	8. Borongan City	S
9. Cadiz City	M	9. Cebu City	M	9. Calbayog City	M
10. Escalante City	S	10. Danao City	M	10. Catbalogan City	M
11. Iloilo City	M	11. Dumaguete City	S	11. Maasin City	S
12. Kabankalan City	M	12. Guihulngan City	S	12. Ormoc City	M
13. La Carlota City	S	13. Lapu-Lapu City	M	13. Tacloban City	M
14. Passi City	S	14. Mandaue City	M		
15. Roxas City	M	15. Naga City	S		
16. Sagay City	M	16. Tagbilaran City	S		
17. San Carlos City	M	17. Talisay City	M		
18. Silay City	M	18. Tanjay City	S		
19. Himamaylan City	M	19. Toledo City	M		
20. Sipalay City	M	20. Canlaon City	S		
21. Victorias City	S				

## CATEGORY SIZE CLASSIFICATION PER SCHOOLS DIVISION OFFICES (SDOs)

### CLUSTER 3

Region IV-A		Region IV-B		Region V	
1. Batangas	L	1. Marinduque	M	1. Albay	L
2. Cavite	L	2. Occidental Mindoro	M	2. Camarines Norte	M
3. Laguna	L	3. Oriental Mindoro	M	3. Camarines Sur	VL
4. Quezon	VL	4. Palawan	L	4. Catanduanes	M
5. Rizal	L	5. Romblon	M	5. Masbate	L
6. Antipolo City	M	6. Calapan City	M	6. Sorsogon	M
7. Bacoor City	S	7. Puerto Princesa City	M	7. Iriga City	S
8. Batangas City	M			8. Legazpi City	M
9. Biñan City	S	<b>NCR</b>		9. Ligao City	M
10. Cabuyao City	S	1. Caloocan City	L	10. Masbate City	M
11. Calamba City	M	2. Las Piñas City	M	11. Naga City	M
12. Cavite City	S	3. Makati City	M	12. Sorsogon City	M
13. Dasmariñas City	M	4. Malabon City	M	13. Tabaco City	M
14. Imus City	S	5. Mandaluyong City	M		
15. Lipa City	M	6. Manila	L		
16. Lucena City	M	7. Marikina City	M		
17. San Pablo City	M	8. Muntinlupa City	M		
18. Sta. Rosa City	M	9. Navotas City	M		
19. Tanauan City	M	10. Paranaque City	M		
20. Tayabas City	S	11. Pasay City	M		
21. General Trias City	S	12. Pasig City	M		
22. San Pedro City	M	13. Quezon City	L		
23. Sto. Tomas City	S	14. San Juan City	S		
		15. Taguig City - Pateros	M		
		16. Valenzuela City	M		

## CATEGORY SIZE CLASSIFICATION PER SCHOOLS DIVISION OFFICES (SDOs)

### CLUSTER 4

Region IX		Region X		Region XI	
1. Zamboanga del Norte	L	1. Bukidnon	L	1. Davao de Oro	M
2. Zamboanga del Sur	L	2. Camiguin	S	2. Davao del Norte	M
3. Zamboanga Sibugay	M	3. Lanao del Norte	M	3. Davao del Sur	M
4. Dapitan City	S	4. Misamis Occidental	M	4. Davao Occidental	M
5. Dipolog City	M	5. Misamis Oriental	M	5. Davao Oriental	M
6. Isabela City	M	6. Cagayan de Oro City	M	6. Davao City	L
7. Pagadian City	M	7. El Salvador City	S	7. Digos City	M
8. Zamboanga City	M	8. Gingoog City	M	8. Mati City	M
		9. Iligan City	M	9. Panabo City	M
		10. Malaybalay City	M	10. Samal City	S
		11. Oroquieta City	S	11. Tagum City	M
		12. Ozamis City	M		
		13. Tangub City	S		
		14. Valencia City	M		

Region XII		Region XIII	
1. Cotabato	L	1. Agusan del Norte	M
2. Sarangani	M	2. Agusan del Sur	M
3. South Cotabato	M	3. Dinagat Islands	M
4. Sultan Kudarat	M	4. Surigao del Norte	M
5. General Santos City	M	5. Surigao del Sur	M
6. Kidapawan City	M	6. Bayugan City	S
7. Koronadal City	M	7. Bislig City	M
8. Tacurong City	S	8. Butuan City	M
		9. Cabadbaran City	S
		10. Siargao	M
		11. Surigao City	M
		12. Tandag City	S