

Republic of the Philippines

Devartment of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM ORD-2024- 1 9 0

TO

Schools Division Superintendents

FROM

The Director IV

SUBJECT

CONDUCT OF TRAINING WORKSHOP ON DEPED

PERSONNEL AUDIT/INVENTORY FY 2024

DATE

October 16, 2024

- In line with the urgent need to determine the actual and required manpower complement of the Region particularly at the School Level, this Office will be conducting a Training Workshop on the Deped Personnel Audit/Inventory FY 2024 to gather and consolidate updated data of personnel with the following objective:
 - a. To capture the region-wide Deped manpower data including the regular, coterminous, as well as the contractual/job order positions;
 - b. To update and consolidate Plantilla of Personnel and to identify inconsistencies, duplicates or incomplete data entries;
 - c. To enhance the data quality and usefulness of Deped Plantilla and manpower/staffing complement leading to more dependable and precise data reports
 - d. To ensure the timeliness of updating the Personnel Audit Template and DBM-GMIS for accurate and real data results
- The training-workshop will be conducted on October 23 to 25, 2024 at the Varela Hall, this Office.
- In view thereof, Schools Division Offices are requested to send two (2) representatives who are in-charge in maintaining and updating their PSIPOP and/or Human Resource Personnel database as well as the respective Planning Officers. Hence, they are also requested to register online through this link: https://tinyurl.com/TW-AUDIT-INVENTORY to confirm their attendance not later than October 21, 2024.
- Further, all participants are requested to prepare the following documents prior to the conduct of program:







Address: 6 Misamis St., Bago Bantay, Quezon City Email address: ncr@deped.gov.ph Website: depedncr.com.ph





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- a. Accomplished Pre-work Templates (given to respective HR Office on October 10, 2024)
- b. Updated Plantilla Database as of September 30, 2024 (MS Excel)
- c. Updated List of Non-Plantilla Items
- d. Laptop, extension cords
- 5. For clarifications and other concerns, kindly contact Mr. Isaiah Thomas M. Padrinao through phone number 85229119 or email at personnel.ncr@deped.gov.ph.
- 6. For information, guidance and compliance.

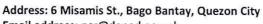
JOCELYN DR ANDAYA

Director IV









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