



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024-1090

TO : Schools Division Superintendents
FROM : **The Director IV**
SUBJECT : **CONDUCT OF TRAINING WORKSHOP ON DEPED PERSONNEL AUDIT/INVENTORY FY 2024**
DATE : October 16, 2024

1. 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

2. The training-workshop will be conducted on October 23 to 25, 2024 at the Varela Hall, this Office.

3. 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.

4. Further, all participants are requested to prepare the following documents prior to the conduct of program:

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




Certificate No. PNP OMS
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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