



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

November 6, 2023

DIVISION MEMORANDUM
OSDS No. 106 s. 2023

CONDUCT OF PERSONNEL AUDIT 2023

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Cluster Heads/School Heads (Elementary and Secondary Schools)
Administrative Officer V (For Admin. Services)
Administrative Officer IV (HRMO)
All Others Concerned
This Division

1. Pursuant to Region Memorandum ORD-2023-045 titled **CONDUCT OF PERSONNEL AUDIT 2023**, the DepEd Regional Office XII will conduct a regionwide Personnel Audit.
2. The purpose of the personnel audit is to ascertain the extent of the implementation of the schools division office mandates by ascertaining the equitable distribution and deployment of teaching and non-teaching personnel according to the existing parameters, standards, workloads, and requirements of the guidelines.
3. As stated in the said Region Memorandum, the activity shall be conducted on **November 29, 2023** for SDO Tacurong City.
4. Concerned officials and personnel are expected to be prepared especially on the documented information requirements stated in the enclosure of Region Memorandum ORD-2023-045 (Personnel Audit Toolkit) during the conduct of the said activity.
5. Attached is Region Memorandum ORD-2023-045 with enclosures for reference of all concerned.
6. Wide dissemination of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.
Reference: Region Memorandum ORD-2023-045
Allotment: None
To be indicated in the *Perpetual Index* under the following subjects:
AUDIT PERSONNEL

ZBP/ADMIN/OSDS/DM/ CONDUCT OF PERSONNEL AUDIT 2023/November 6, 2023

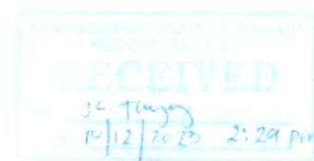


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For Memo



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



October 6, 2023

REGION MEMORANDUM
ORD-2023-045

CONDUCT OF PERSONNEL AUDIT 2023

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Heads of Public Schools
All Others Concerned

1. Pursuant to Section 7 (B) of RA 9155 titled **AN ACT INSTITUTING A FRAMEWORK OF GOVERNANCE FOR BASIC EDUCATION, ESTABLISHING AUTHORITY AND ACCOUNTABILITY, RENAMING THE DEPARTMENT OF EDUCATION, CULTURE AND SPORTS AS THE DEPARTMENT OF EDUCATION, AND FOR OTHER PURPOSES** and the continuous efforts of this Office to ensure adherence of the schools division offices on educational policies, plans and standards, this Office shall conduct a regionwide **Personnel Audit 2023 from the 3rd week of October to the 2nd week of December 2023.**

2. The purpose of the personnel audit is to ascertain the extent of the implementation of the schools division office mandates by ascertaining the equitable distribution and deployment of teaching and non-teaching personnel according to the existing parameters, standards, workload, and requirements of the guidelines. Specifically, it shall monitor and assess the following:

2.a Eleven human resource actions such as but not limited to promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation as stipulated in the 2017 Omnibus Rules and on Appointments and Other Human Resource Actions (ORAOHRA) revised July 2018

2.b Distribution of teaching loads per teacher, grade and learning areas in adherence to not more than six-hour of actual classroom per day as contained in the Section 13 of RA 4670 titled the Magna Carta for Public School Teachers and DepEd Order 21, s. 2019, Policy Guidelines on the K to 12 Basic Education Program; and

2.c Class organization standard parameters and class program by grade level, learning area and school typology.

3. The Regional Personnel Audit Team (RPAT) shall lead in the conduct of the personnel audit employing the **Document Analysis, Observations and Discussion (D-O-D) process**. Consistent to the purpose and process the audit team shall:

a) do the **inventory of Personnel if deployed based on staffing pattern and deployment order with workload balance;**



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- b) verify consistency of documented information on other human resource actions for **Paper** traceability and;
- c) validate **Processes' adherence to regulatory and statutory guidelines of the division.**

4. The team shall be responsible of the following tasks and responsibilities:

Pre-Audit
4.a discuss to the auditee the purpose, processes, and mechanics to be employed, including printed files of records and documented information for the personnel audit during the conduct of the opening meeting
4.b introduction of the audit team members and their specific areas of assignment and responsibilities by the team leader.
During Audit
4.c analyze and verify the veracity of the documented information submitted for review;
4.e conduct the inventory of personnel particularly the authorized positions created versus filled and unfilled positions and
4.f validate the information contained in the documents and records vis-à-vis the personnel deployment and workload during onsite validation by governance level such as by functional division and unit at the division level and by grade level and learning areas at the school;
4.g document the proceedings of the personnel audit particularly the observations, findings and agreements
Post-Audit
4.h discuss the observations gathered from the results of the personnel audit by determining conformity and non-conformity to the guidelines and issuances of personnel organization, staffing pattern, deployment, workload and other human resource actions;
4.i discuss the over-all findings and recommendations for the agreement and tasks to do by the school and schools division office during the exit meeting .
4.j communicate the results and agreements to the school and division concerns
4.k maintain and retain the results of the personnel audit proceedings, results and agreements by the secretariat.
4.l monitor the progress of actions taken by the schools and division offices to be submitted to the Administrative Division

5. There will be four teams to form the Regional Personnel Audit Team. The Regional Office shall determine the specific schools by typology to conduct the audit and validation by site as follows:

Team	Site
Team A	Division Office
Team B	One Central elementary School with ALS
Team C	One Secondary School - Non-IU
Team D	One Secondary School - Implementing Unit





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6. The design of the Personnel Audit shall be managed for **one day** with activity that involves **Opening Meeting, on-site validation using the D-O-D process and Closing Meeting with agreement and actions to be taken.**

7. Below is the schedule of the personnel audit by division:

Division	Date
Cotabato Province	October 24, 2023
Kidapawan City	November 23, 2023
South Cotabato	November 22, 2023
Koronadal City	November 28, 2023
Sultan Kudarat	October 25, 2023
Tacurong City	November 29, 2023
General Santos City	November 7, 2023
Sarangani Province	December 7, 2023

8. To ascertain the smooth conduct of the Personnel Audit, all team leaders, members and secretariat are advised to attend an **online pre-deployment meeting** scheduled on **October 23, 2023, at 2:00 o'clock in the afternoon via MS Teams.** The online link shall be sent through your DepEd email.

9. Enclosed are the composition of the audit team/s, indicative schedule of activities and personnel audit toolkit for your reference

10. Food, travelling and other related expenses of the audit team shall be borne by the Regional Office chargeable from the Regional Office MOOE, subject to the usual accounting and auditing rules and regulations.

11. For the guidance and strict compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated
Reference: RA 9155
Allotment: None
To be indicated in the Perpetual Index under the subject
AUDIT PERSONNEL

KHL/ORD/RM/ CONDUCT OF PERSONNEL AUDIT 2023/011/October 6, 2023



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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





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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
DepEd Memo OUHROD-2022-0478] Return to School Order for ADAS III and II Created in FYs 2017 and 2019	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).	<ul style="list-style-type: none"> • Annex B – Deployment Report of Administrative Assistant Items • Designation Order
DepEd Memorandum- OUHROD-2022-0191 Deployment of Administrative Officer II Items to Public Elementary and Secondary Schools	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.	<ul style="list-style-type: none"> •Annex D.1: Deployment Report of School-based Administrative Officer II Positions •Designation Order
Region Memorandum ORD 2023-023 Clarification on the Tasks and Responsibilities of the Designated Teacher In-charge	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.	<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 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 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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