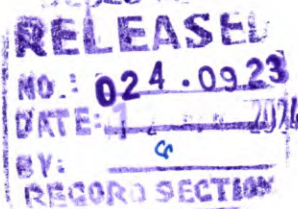




Republic of the Philippines  
Department of Education

CONTROL NO.

0283

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL****REGION:** VII- Central Visayas**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	JIAN A. DIAZ
<b>Position/Designation</b>	Administrative Officer IV
<b>Permanent Station</b>	HRMU
<b>Purpose of Travel</b>	To attend Training-Workshop on DepEd Personnel Audit FY 2024
<b>Host of Activity</b>	DepEd Central Office - BHROD
<b>Period Covered (Inclusive of Travel Time)</b>	April 16-19, 2024
<b>Venue/Destination</b>	Diamond Suites and Residences, Cebu City
<b>Fund Source</b>	Division / local MOOE Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

  
**JIAN A. DIAZ**

\_\_\_\_\_  
Name and Signature of Requesting Employee

04/11/2024

\_\_\_\_\_  
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

  
**LANI B. YURONG**

\_\_\_\_\_  
Name and Signature of Recommending Authority

APR 11 2024

\_\_\_\_\_  
Date

**APPROVED**

  
**NERIC C. OJASTRO, EdD CESO V**

\_\_\_\_\_  
Name and Signature of Approving Authority

4/11/24

\_\_\_\_\_  
Date



Republic of the Philippines  
Department of Education

CONTROL NO.

0253

RELEASED  
NO.: 024-0923  
DATE: 12 APR 2024  
BY: S  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL****REGION:** VII- Central Visayas**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	EMMAIDA B. SAGURAN
<b>Position/Designation</b>	Administrative Assistant III
<b>Permanent Station</b>	HRMU
<b>Purpose of Travel</b>	To attend Training-Workshop on DepEd Personnel Audit FY 2024
<b>Host of Activity</b>	DepEd Central Office - BHROD
<b>Period Covered (Inclusive of Travel Time)</b>	April 16-19, 2024
<b>Venue/Destination</b>	Diamond Suites and Residences, Cebu City
<b>Fund Source</b>	Division / local MOOE Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

**EMMAIDA B. SAGURAN**

Name and Signature of Requesting Employee

April 11, 2024

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

**LANI B. YURONG**

Name and Signature of Recommending Authority

APR 11 2024

Date

**APPROVED**

**NERI C. OJASTRO, EdD CESO V**

Name and Signature of Approving Authority

4/11/24

Date



Republic of the Philippines  
Department of Education

CONTROL NO.

0253

RELEASED  
NO.: 024-0253  
DATE: 12 APR 2024  
BY: [Signature]  
RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL****REGION:** VII- Central Visayas**BUREAU/DIVISION/SCHOOL:** DepEd, Schools Division of Negros Oriental

<b>Name</b>	ARIANNE MONTECINO
<b>Position/Designation</b>	Administrative Aide VI
<b>Permanent Station</b>	HRMU
<b>Purpose of Travel</b>	To attend Training-Workshop on DepEd Personnel Audit FY 2024
<b>Host of Activity</b>	DepEd Central Office - BHROD
<b>Period Covered</b> <i>(Inclusive of Travel Time)</i>	April 16-19, 2024
<b>Venue/Destination</b>	Diamond Suites and Residences, Cebu City
<b>Fund Source</b>	Division / local MOOE Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.

  
**ARIANNE MONTECINO**

\_\_\_\_\_  
Name and Signature of Requesting Employee

04/11/2024

\_\_\_\_\_  
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein

  
**LANI B. YURONG**

\_\_\_\_\_  
Name and Signature of Recommending Authority

APR 11 2024

\_\_\_\_\_  
Date

**APPROVED**

  
**NERI C. OJASTRO, EdD CESO V**

\_\_\_\_\_  
Name and Signature of Approving Authority

4/11/24

\_\_\_\_\_  
Date



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

**NO. 309 s. 2024**

11 0 APR 2024

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

**TO :** Assistant Regional Director  
Schools Division Superintendents (SDSs) & OICs  
All Others Concerned

1. The Department Education (DepEd) Central Office through Bureau of Human Resources and Organizational Development (BHROD) will conduct a Workshop on Department of Education (DepEd) Personnel Audit FY 2024 to Regions VI, VII and VIII on April 16-19, 2024 at the Diamond Suites and Residences, Apitong St. cor. Escario St., Cebu City.

2. The activity has the following objectives :

- To capture the nationwide DepEd manpower data including Regular, Co-terminus, Contractual, Contract of Service, Job Orders, and LGU-funded positions;
- To update and consolidate the DepEd-wide Plantilla of Personnel and inconsistencies, duplicates, or incomplete data entries within the data;
- To enhance the data quality and usefulness of the DepEd Plantilla and data leading to more dependable and precise data reports; and
- To ensure the timeliness of updating of DepEd Personnel Audit (DPA) monitoring tool/template and DBM-GMIS for accurate and real-time data results.

3. Furthermore, Region VII must send the following maximum number of participants :

Region Office VII	2 pax	CAO HRMO III
SDO Very Large	3 pax	Cebu Province (TBI)
SDOs Large	3 pax	Negros Oriental (TBI)
	3 pax	Bohol (TBI)
SDOs Medium and Small	2 pax each	Bais, Bayawan, Bogo, Carcar, Canlaon, City of Naga, Cebu City, Danao, Dmaguete, Guihulngan, Lapu-Lapu, Mandaue, Siquijor, Tagbilaran, Talisay, Tanjay and Toledo (TBI)



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700  
DepEd Tayo Region [region7.deped.gov.ph](http://region7.deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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4. Schools Division Superintendents are advised to send participants who are in-charge in maintaining and updating the PSIPOP and or HR/Personnel database.
5. For confirmation of attendance, participants are required to register online thru the link below :  
  

[https://bit.ly/Registration\\_DPA2024\\_Cluster-II](https://bit.ly/Registration_DPA2024_Cluster-II)
6. A pre-work or instructions are given :
  - a. Accomplished Pre-work Templates which can be downloaded through <https://tinyurl.com/DPA-2024-PreworkTemplates>
  - b. Updated plantilla database as of March 31, 2024 (MS Excel Database)
  - c. Updated List of Non-plantilla items (COS/JOs, Casual and LGU-funded items)
  - d. Laptops, extensio cords, and Wi-Fi devices (if available)
  - e. List of required data fields (refer to Annex B)
7. Participants are expected to be at the venue on Day 1 before 12:00 PM. The first meal provision is AM snacks on Day 1 and the last meal will be breakfast of Day 4.
8. Travelling and incidental expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V**  
Director IV, Regional Director

ST/FYA/ASD/IFC



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700  
f DepEd Tayo Region region7.deped.gov.ph

**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>  <b>LN</b> – Last Name <b>FN</b> – First Name <b>MN</b> – Middle Name  <u>Sample:</u> <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>  <u>Sample:</u> <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>  <u>Sample:</u> <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>  <u>Sample:</u> <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**

			<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	<p><u>Dropdown list:</u></p> <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 <i>(excluding other monetary benefits)</i>	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: <b>LN, FN, MN</b></p> <p><b>LN</b> – Last Name  <b>FN</b> – First Name  <b>MN</b> – Middle Name</p> <p><i>Sample:</i>  <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: <b>DD/MM/YYYY</b></p> <p><i>Sample:</i>  <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

## Region VII

1. Bohol	L
2. Cebu	VL
3. Negros Oriental	L
4. Siquijor	M
5. Bais City	S
6. Bayawan City	M
7. Bogoto City	S
8. Carcar City	M
9. Cebu City	M
10. Danao City	M
11. Dumaguete City	S
12. Guihulngan City	S
13. Lapu-Lapu City	M
14. Mandaue City	M
15. Naga City	S
16. Tagbilaran City	S
17. Talisay City	M
18. Tanjay City	S
19. Toledo City	M
20. Canlaon City	S