



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 743, s. 2019

September 10, 2019

**WORKSHOP FOR THE PREPARATION AND SUBMISSION OF
INVENTORY OF DEPED PERSONNEL**

To: FRANCIS JUDE D. ALCOMENDRAS – Administrative Officer V
MA. BERNADETTE V. PAGAYON – Administrative Assistant II

1. Pursuant to the unnumbered Memorandum dated September 4, 2019 of Evelyn R. Fetalvero, CESO V, Assistant Regional Director, Officer-in-Charge of the Office of the Regional Director, Department of Education Region XI, Davao City, you are hereby enjoined to attend the **“WORKSHOP FOR THE PREPARATION AND SUBMISSION OF INVENTORY OF DEPED PERSONNEL”** which shall be conducted on September 12-13, 2019 in Butuan City.
2. Participants are requested to bring the following: Updated Plantilla database as of July 2019 (MS Excel database), and Laptop and portable internet connection device.
3. All travel and other incidental expenses related to the attendance of the abovementioned validation workshop shall be charged to respective local funds or MOOE funds of the division office, subject to the usual accounting rules and regulations.
4. For immediate dissemination and strict compliance.


WINNIE E. BATOON, Ed. D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
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TIME: 10:54

BY:



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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MEMORANDUM

To : Regional Office Division Chiefs – ASD and PPRD
Schools Division Superintendents/ OIC-SDSs

Subject: WORKSHOP FOR THE PREPARATION AND SUBMISSION
OF INVENTORY OF DEPED PERSONNEL

Date : September 4, 2019

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By:

Date: 9-10-19 Time: 8:39

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Herewith is the unnumbered memorandum dated August 26, 2019 from Atty. Revsee A. Escobedo, Assistant Secretary, OIC-Office of the Undersecretary for Field Operations, HR-EWD and PD, and DEACO, relative to the Workshop for the Preparation and Submission of Inventory of DepEd Personnel, to be conducted on September 12-13, 2019 in Butuan City.

Anent to this, the following personnel are directed to attend the said activity, to wit:

Office	Positions
Regional Office	1. Personnel Section – Janice T. Gamalong, HRMO III 2. PPRD – Rosalinda Antiporta, AdAs II
Division Office	1. Designated end-user of the PSIPOP 2. In-charge of maintaining the Plantilla of Personnel

All participants are requested to prepare the following:

- Updated plantilla database as of July 2019 (MS Excel database); and
- Laptop/s and portable internet connection device.

Travel and other incidental expenses related to the attendance of the above activity shall be charge to respective local funds, while food and lodging will be charged against OPDNSP funds, subject to the usual accounting rules and regulations.

For immediate dissemination and strict compliance.

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl: As Stated.

ROA3/PS/jtg

Empowerment Adaptability Goal-oriented Leadership Excellence

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Republic of the Philippines
Department of Education

MEMORANDUM

TO: Regional Directors
Schools Division Superintendents

FROM: **ATTY. REVSEE A. ESCOBEDO**
Assistant Secretary
Officer-In-Charge, Office of the Undersecretary
for Field Operations, HR-EWD and PD, and DEACO

SUBJECT: *Workshop for the Preparation & Submission of Inventory of DepEd Personnel*

DATE: 26 August 2019

In line with the ongoing efforts of the Department to determine and provide the required manpower complement for the efficient and effective delivery of services to our learners, teaching and non-teaching employees and staff, the Bureau of Human Resources and Organizational Development through the Personnel Division will be conducting a workshop which aims to gather and consolidate the updated number of personnel in the Department of Education.

The intent of these workshops is to obtain the accurate number of DepEd employees including but not limited to those holding plantilla positions, hired through Job Orders or Contract of Service, and Non-DepEd funded staff.

In view of the foregoing, each Regional and Schools Division Office is requested to send a maximum of two (2) representatives who is the designated end-user of the PSiPOP and in-charge of maintaining the Plantilla of Personnel. Each participant is requested to register online at <http://deped.in/PMregistration> three (3) days prior their scheduled workshop.

The workshop is scheduled as follows:

Cluster	Participants	Date (exclusive of travel time)	Venue
1	DepEd RO III & NCR	September 5-6, 2019	Subic Holiday Villas, George Dewey Convention Center Complex, Subic Bay Freeport Zone
2	DepEd RO X, RO XI & CARAGA	September 12-13, 2019	Within Butuan City
3	DepEd RO IVB, RO VI & RO XII	September 19-20, 2019	Within General Santos City
4	DepEd RO IVA, RO V	September 26-27, 2019	Within Legazpi City
5	DepEd RO VII, RO VIII, RO IX	October 3-4, 2019	Within Cebu City
6	DepEd RO I, RO II & CAR	October 10-11, 2019	Within Baguio City



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Department of Education

All participants are requested to prepare the following:

- a.) Updated Plantilla Database as of July 2019 (MS Excel database)
- b.) Laptop/s and portable internet connection device

The activity will last for a total of two (2) days, exclusive of travel time. Identified participants are expected to be at the venue on Day 0 at 5:00 pm. The first meal will be dinner on Day 0 and the last meal will be breakfast on Day 3.

Travelling expenses of the participants from the field offices shall be charged against local funds; while the board and lodging of all participants and CO staff, travelling expenses of CO personnel, supplies and materials, contingency and other incidental expenses shall be charged against OPDNSP Funds, subject to the usual accounting and auditing rules and regulations.

For clarifications and confirmation of attendance, please contact Ms. Michelle Cruz at telephone number (02) 633-9345 or through her email address michelle.cruz015@deped.gov.ph.

Strict and immediate compliance to this memorandum is desired. Thank you.