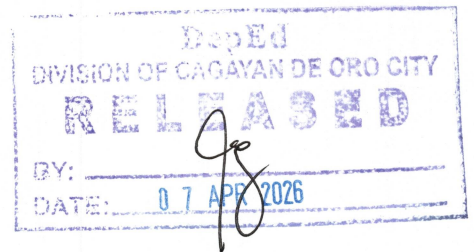




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

7 April 2026

OFFICE MEMORANDUM

No. 31 s.2026

ATTENDANCE TO TRAINING WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025

TO: ANGELA VINCENT T. CORRALES – AO III
GODFEY ANTHONY T. SEROJALES – AO II
This Division

1. You are hereby directed to attend the Training Workshop On Deped Personnel Audit FY 2025 on April 28-30, 2026 at Pinnacle Hotel and Suites Davao City.
2. Attached are Advisory and Deped Memorandum of the said event.
3. Travel expenses of participants from field offices shall be charged local funds. Expenses for board and lodging, supplies, and materials, shall be charged to funds allocated for this purpose, subject for the usual accounting and auditing rules and regulations.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM DPA
April 7, 2026



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Website: <https://depedcdo.net/>

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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

05 March 2026

New Schedule of the Training-Workshop on DepEd Personnel Audit (DPA)

In reference to Memorandum **DM-OUHROD-2025-2944** with the subject *Training-Workshop on DepEd Personnel Audit (DPA) FY 2025*, please be informed on the following new schedule:

Participants	Date (Inclusive of travel time)	Venue	Registration Link
Region IV-A, IV-B, V & NCR	March 17 – 19, 2026	Tanza Oasis Hotel and Resort, Cavite	https://bit.ly/Registration_DPA2025_Cluster-II
Region VI, VII, VIII, & NIR	March 25 – 27, 2026	Panorama Summit Hotel, Davao City	https://bit.ly/Registration_DPA2025_Cluster-IV
Region I, II, III, & CAR	April 15 – 17, 2026	Marand Resort, La Union	https://bit.ly/Registration_DPA2025_Cluster-I
Region IX, X, XI, XII, & XIII	April 28 – 30, 2026	Pinnacle Hotel and Suites, Davao City	https://bit.ly/Registration_DPA2025_Cluster-III

Further, the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) will conduct a virtual orientation meeting thru MS Teams link <https://tinyurl.com/DPAFY2026> on **11 March 2026, Wednesday, from 9:00 am onwards**, to present the steps, procedures and data elements of the DPA template.

Should you have immediate clarifications or concerns, you may contact Ms. Reina Joy S. Comabras or Mr. Mark Joseph N. Picones of the BHROD-Personnel Division at 8633-9345 or via email at reina.comabras@deped.gov.ph or mark.picones@deped.gov.ph.


WILFREDO E. GABRAL
Undersecretary

[BHROD-PD/RSC]

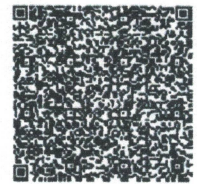
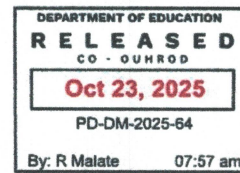


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Cluster 3: Region IX, X, XI, XII, & XIII (November 10 – 12, 2025 within Davao)

REGION IX	No. of Pax	REGION XI	No. of Pax	CARAGA	No. of Pax
Division of Dapitan City	2	Division of Davao del Norte	2	Division of Siargao	2
Division of Dipolog City	2	Division of Davao del Sur	2	Division of Surigao City	2
Division of Isabela City	2	Division of Davao Occidental	2	Division of Surigao del Norte	2
Division of Pagadian City	2	Division of Davao Oriental	2	Division of Surigao del Sur	2
Division of Zamboanga City	2	Division of Digos City	2	Division of Tandag City	2
Division of Zamboanga del Norte	3	Division of Island Garden City of Samal	2	Regional Office - Proper	1
Division of Zamboanga del Sur	3	Division of Mati City	2	CENTRAL OFFICE	
Division of Zamboanga Sibugay	2	Division of Panabo City	2	BHROD – Office of the Director	1
Regional Office - Proper	1	Division of Tagum City	2	BHROD – PD	6
REGION X		Regional Office - Proper	1	BHROD – SED	2
Division of Bukidnon	3	SOCCKSARGEN		BHROD – OED	1
Division of Cagayan de Oro City	2	Division of Cotabato	3	BHROD – HRDD	1
Division of Camiguin	2	Division of General Santos City	2	BHROD – EWD	1
Division of El Salvador City	1	Division of Kidapawan City	2	ICTS – TID	1
Division of Gingoog City	2	Division of Koronadal City	2		
Division of Iligan City	2	Division of Sarangani	2		
Division of Lanao del Norte	2	Division of South Cotabato	2		
Division of Malaybalay City	2	Division of Sultan Kudarat	2		
Division of Misamis Occidental	2	Division of Tacurong City	2		
Division of Misamis Oriental	2	Regional Office - Proper	1		
Division of Oroquieta City	2	CARAGA			
Division of Ozamiz City	2	Division of Agusan del Norte	2		
Division of Tangub City	2	Division of Agusan del Sur	2		
Division of Valencia City	2	Division of Bayugan City	2		
Regional Office - Proper	1	Division of Bislig City	2		
REGION XI		Division of Butuan City	2		
Division of Davao City	3	Division of Cabadbaran City	2		
Division of Davao de Oro	2	Division of Dinagat Island	2		



PD-DM-2025-64

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2944

TO : Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

FROM : **WILFREDO E. CABRAL**
E-signed by
Wilfredo Cabral
10/22/2025, 6:38:43 PM
Undersecretary

SUBJECT : **TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025**

DATE : 18 October 2025

The Department of Education (DepEd) Personnel Audit (DPA) aims to strengthen human resource (HR) service delivery through faster and more accurate processing of Plantilla data, leading to improved reporting, transparency, and evidence-based decision-making. The DPA also enables real-time monitoring of personnel information to support responsive and accountable HR operations across governance levels.

To operationalize and ensure the continued use of the **DepEd Personnel Audit (DPA) Inventory Monitoring Tool**, the Bureau of Human Resource and Organizational Development (BHROD) will conduct a **Training-Workshop on the DepEd Personnel Audit for FY 2025** with the following objectives:

1. To document and analyze comprehensive personnel data, including Plantilla, Contract of Service (CoS), Job Order (JO), and LGU-funded positions;
2. To update and consolidate the Department-wide Plantilla of Personnel and identify inconsistencies, duplicate entries, and incomplete data;
3. To enhance the accuracy, completeness, and reliability of DepEd's manpower database as the basis for planning, reporting, and decision-making; and
4. To ensure the timely updating of both the DPA Inventory Monitoring Tool and the DBM Government Manpower Information System (GMIS).

A. CLUSTER SCHEDULE

The Training-Workshop will be conducted in four (4) Clusters as follows:

Cluster	Participants	Date (Inclusive of travel time)	Venue	Registration Link
1	Region I, II, III, & CAR	October 27 – 29, 2025	Within Region I	https://bit.ly/RegistrationDPA2025 Cluster-I
2	Region IV-A, IV-B, V & NCR	November 5 – 7, 2025	Within CALABARZON	https://bit.ly/RegistrationDPA2025 Cluster-II
3	Region IX, X, XI, XII, & XIII	November 10 – 12, 2025	Within Davao	https://bit.ly/RegistrationDPA2025 Cluster-III
4	Region VI, VII, VIII, & NIR	November 12 – 14, 2025	Within Davao	https://bit.ly/RegistrationDPA2025 Cluster-IV

B. PARTICIPANTS

Each region is requested to send representatives as follows:

- **Regional Offices (ROs):** One (1) Human Resource Management Officer (HRMO) or personnel responsible for maintaining and updating the Personal Services Itemization and Plantilla of Personnel (PSIPOP)
- **Schools Division Offices (SDOs):** Human Resource Management Officer(s) and personnel in charge of maintaining and updating their PSIPOP and/or HR/Personnel database.

(Refer to **Annex A** for the actual number of participants per RO and SDO.)

Participants must register online via the links provided at least **three (3) calendar days** before their scheduled workshop.

C. PRE-WORKSHOP REQUIREMENTS

Participants are requested to prepare the following prior to the workshop:

1. Accomplished Pre-work Template (downloadable at <https://bit.ly/DPAPreWorkTemplate2025>);
2. Updated **Plantilla Database** and **List of Non-Plantilla Personnel** (CoS, JOs, Casual, and LGU-funded items) as of September 30, 2025 in MS Excel format.
3. MS Excel Application (**Excel 365 version: 2509, Build 19231.20172**)
4. Laptop, extension cords, and Wi-Fi devices (if available).

The three-day activity will commence with registration at **12:00 NN on Day 1**. The **first meal** will be **lunch on Day 1**, and the **last meal** will be **PM snack on Day 3**.

D. FUNDING AND ADMINISTRATIVE ARRANGEMENTS

Travel expenses of participants from field offices shall be charged to local funds. Expenses for board and lodging, supplies and materials, travel of CO personnel, and other incidental expenses shall be charged to funds allocated for this purpose, subject to the usual accounting and auditing rules and regulations.

The **final venue details** will be released through a **separate advisory**.

For further inquiries or clarifications, please contact **Ms. Reina Joy S. Comabras** or **Mr. Mark Joseph N. Picones** of the BHROD-Personnel Division through telephone numbers (02) 8633-6682/8633-9345 or email at bhrod.pd@deped.gov.ph.

For information and guidance.

[BHROD/KALC]

ANNEX B: ACTIVITY DESIGN / PROGRAM FLOW

TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025

Day 1	
Time/Session	Activity
8:00 AM - 11:45 NN	Travel time of participants, organizers, and BHROD Division representatives to the venue
12:00 NN - 1:30 PM	Arrival and registration of participants / Ingress
1:30 PM - 2:00 PM	Opening Program - Philippine National Anthem - Prayer - DepEd Quality Policy Statement - Welcome Remarks – Regional Director - Opening Message – Undersecretary for HROD / BHROD Director
2:00 PM - 2:15 PM	Check-in of participants at the venue
2:15 PM - 2:25 PM	Getting-to-Know-You Activity / Expectation Setting
2:25 PM - 3:15 PM	Priming Session - Workshop Rationale and Objectives - Overview: Understanding the Current Situation (PM Snack – 3:00 PM)
3:15 PM - 5:00 PM	Activity 1: Presentation and Instructions on Data Cleansing Template (Plantilla Items)
6:00 PM onwards	Dinner
Day 2	
6:30 AM - 8:00 AM	Breakfast
8:00 AM - 08:15 AM	Opening Session - Prayer / Doxology - Patriotic Song - Management of Learning / Energizer
8:15 AM - 12:00 NN	Workshop: Continuation of Activity 1 (AM Snack – 10:00 AM)
12:00 NN - 1:00 PM	Lunch Break
1:00 PM - 2:00 PM	Workshop: Continuation of Activity 1
2:00 PM - 3:00 PM	Activity 2: Instructions and Presentation of Template (Non-Plantilla Items)
3:00 PM - 5:00 PM	Workshop: Continuation of Activity 2
6:00 PM onwards	Dinner
Day 3	
6:30 AM - 8:00 AM	Breakfast
8:00 AM - 08:15 AM	Opening Session - Prayer / Doxology - Patriotic Song - Management of Learning / Energizer
8:15 AM – 11:30 AM	Workshop: Continuation of Activity 2
11:30 AM – 12:00 NN	Closing Program
12:00 - 1:00 PM	Lunch Break; Egress/Check-out of participants at the Venue