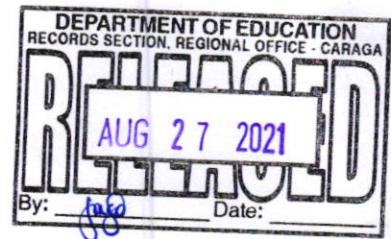




Republic of the Philippines
Department of Education
 CARAGA REGION




August 26, 2021

REGIONAL MEMORANDUM
 No. 676, s. 2021

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION HRMOs
 This Region

CONDUCT OF PERSONNEL AUDIT IN THE SCHOOLS DIVISION OFFICES

1. In line with the Region's aim to provide technical assistance particularly on Recruitment Selection & Placement and Personnel and Benefits Administration, the Administrative Services – Personnel Unit will conduct an onsite Personnel Audit in all Schools Division Offices within the Region on September 1 – 30, 2021.
2. The schedule of the monitoring shall be in consonance with Regional Memorandum No. 652, 2. 2021, "Validation of Master Teachers in Schools and Districts".
3. All Division Human Resource Management Officers (HRMOs) shall prepare the hard copies of the following reports **as of August 31, 2021**:
 - a. Report on the Status of Filling-Up of Vacant Positions
 - b. Report on PSIPOP Updating
 - c. Inventory of Personnel who are on Leave Without Pay (LWOP)
 - d. Status of RPSU Payroll Inclusion of Newly-Hired Employees
 - e. Monthly Report on PMIS Updating
4. Travelling expenses of the monitoring team shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Please be guided accordingly.


EVELYN R. FETALVERO, PhD., CESO IV
 Director IV
 Regional Director

Encls.: None
 Reference: None
 To be indicated in the Perpetual Index
 under the following subjects:

EMPLOYEES MONITORING PERSONNEL TEACHERS

PER/srp
 8/26/2021



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