



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 253, s. 2026

MAR 10 2026

TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025

To: Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum No. DM-OUHROD-2025-2944 dated October 18, 2025, re: "Training-Workshop on DepEd Personnel Audit (DPA) FY 2025," issued by the Office of the Undersecretary for Human Resource and Organizational Development, for information and appropriate action.
2. The activity aims to strengthen the implementation of the DepEd Personnel Audit (DPA) Inventory Monitoring Tool and ensure the accuracy, completeness, and reliability of personnel data across governance levels.
3. All concerned Heads of Offices are requested to ensure the participation of their respective Human Resource Management Officers (HRMOs) and personnel responsible for maintaining and updating the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and HR/Personnel databases, and to comply with the registration and pre-workshop requirements indicated in the attached Memorandum.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

TRAINING WORKSHOPS

ASD/PS/LAS/RM-Dissemination-Training-Workshop-Deped Personnel Audit FY2025



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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 <i>(inclusive of travel time)</i>	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. CABRAL
Undersecretary



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

ANNEX A: PARTICIPANTS PER SCHOOLS DIVISION OFFICES (SDOs)

NIR	No. of Pax
Division of Bacolod City	2
Division of Bago City	2
Division of Bais City	2
Division of Bayawan City	2
Division of Cadiz City	2
Division of Canlaon City	1
Division of Dumaguete City	2
Division of Escalante City	2
Division of Guihulngan City	2
Division of Himamaylan City	2
Division of Kabankalan City	2
Division of La Carlota City	2
Division of Negros Occidental	2
Division of Talisay City	1
Division of Negros Oriental	2
Division of Sagay City	2
Division of San Carlos City	2
Division of Silay City	2
Division of Sibalay City	2
Division of Siquijor	2
Division of Tanjay City	2
Division of Victorias City	2
Regional Office – Proper	1

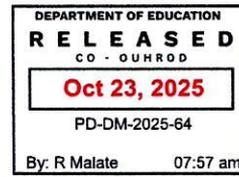


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ANNEX B: ACTIVITY DESIGN / PROGRAM FLOW

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 <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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



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 <i>(Inclusive of travel time)</i>	Venue	Registration Link
1	Region I, II, III, & CAR	October 27 – 29, 2025	Within Region I	https://bit.ly/Registration_DPA2025_Cluster-I
2	Region IV-A, IV-B, V & NCR	November 5 – 7, 2025	Within CALABARZON	https://bit.ly/Registration_DPA2025_Cluster-II
3	Region IX, X, XI, XII, & XIII	November 10 – 12, 2025	Within Davao	https://bit.ly/Registration_DPA2025_Cluster-III
4	Region VI, VII, VIII, & NIR	November 12 – 14, 2025	Within Davao	https://bit.ly/Registration_DPA2025_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 BHRD–Personnel Division through telephone numbers (02) 8633-6682/8633-9345 or email at bhrod.pd@deped.gov.ph.

For information and guidance.

[BHRD/KALC]

ANNEX A: PARTICIPANTS PER SCHOOLS DIVISION OFFICES (SDOs)

Cluster 1: Region I, II, III, & CAR (October 27 – 29, 2025 within Region I)

CAR	No. of Pax	REGION II	No. of Pax	REGION III	No. of Pax
Division of Abra	2	Division of Cagayan	3	Division of San Jose del Monte City	2
Division of Apayao	2	Division of Cauayan City	2	Division of Tarlac	3
Division of Baguio City	2	Division of Ilagan City	2	Division of Tarlac City	2
Division of Benguet	2	Division of Isabela	3	Division of Zambales	2
Division of Ifugao	2	Division of Nueva Vizcaya	2	Regional Office - Proper	1
Division of Kalinga	2	Division of Quirino	2	Regional Office - Proper	1
Division of Mt. Province	2	Division of Santiago City	2	CENTRAL OFFICE	
Division of Tabuk City	2	Division of Tuguegarao City	2	BHROD – Office of the Director	1
Regional Office - Proper	1	Regional Office - Proper	1	BHROD – PD	6
REGION I		REGION III		BHROD – SED	2
Division of Alaminos City	2	Division of Angeles City	2	BHROD – OED	1
Division of Batac City	1	Division of Aurora	2	BHROD – HRDD	1
Division of Candon City	2	Division of Balanga City	2	BHROD – EWD	1
Division of Dagupan City	2	Division of Baliwag City	2	ICTS – TID	1
Division of Ilocos Norte	2	Division of Bataan	2		
Division of Ilocos Sur	2	Division of Bulacan	3		
Division of La Union	2	Division of Cabanatuan City	2		
Division of Laoag City	2	Division of Gapan City	2		
Division of Pangasinan I	3	Division of Mabalacat City	2		
Division of Pangasinan II	3	Division of Malolos City	2		
Division of San Carlos City	2	Division of Meycauayan City	2		
Division of San Fernando City	2	Division of Muñoz Science City	2		
Division of Urdaneta City	2	Division of Nueva Ecija	3		
Division of Vigan City	2	Division of Olongapo City	2		
Regional Office - Proper	1	Division of Pampanga	3		
REGION II		Division of San Fernando City	2		
Division of Batanes	2	Division of San Jose City	2		

Cluster 2: Region IV-A, IV-B, V & NCR (November 5 – 7, 2025 within CALABARZON)

NCR	No. of Pax	CALABARZON	No. of Pax	REGION V	No. of Pax
Division of Caloocan	3	Division of General Trias City	2	Division of Iriga City	2
Division of Las Piñas	2	Division of Imus City	2	Division of Legazpi City	2
Division of Makati	2	Division of Laguna	2	Division of Ligao City	2
Division of Malabon City	2	Division of Lipa City	2	Division of Masbate	3
Division of Mandaluyong	2	Division of Lucena City	2	Division of Masbate City	2
Division of Manila	3	Division of Quezon	3	Division of Naga City	2
Division of Marikina	2	Division of Rizal	3	Division of Sorsogon	2
Division of Muntinlupa	2	Division of San Pablo City	2	Division of Sorsogon City	2
Division of Navotas City	2	Division of San Pedro City	2	Division of Tabaco City	2
Division of Parañaque	2	Division of Sta. Rosa City	2	Regional Office - Proper	1
Division of Pasay City	2	Division of Sto. Tomas City	1	CENTRAL OFFICE	
Division of Pasig City	2	Division of Tanauan City	2	BHROD – Office of the Director	1
Division of Quezon City	3	Division of Tayabas City	1	BHROD – PD	6
Division of San Juan City	1	Regional Office - Proper	1	BHROD – SED	2
Division of Taguig and Pateros	2	MIMAROPA		BHROD – OED	1
Division of Valenzuela	2	Division of Calapan City	2	BHROD – HRDD	1
Regional Office - Proper	1	Division of Marinduque	2	BHROD – EWD	1
CALABARZON		Division of Occidental Mindoro	2	ICTS – TID	1
Division of Antipolo City	2	Division of Oriental Mindoro	2		
Division of Bacoor City	2	Division of Palawan	3		
Division of Batangas	3	Division of Puerto Princesa City	2		
Division of Batangas City	2	Division of Romblon	2		
Division of Biñan City	2	Regional Office - Proper	1		
Division of Cabuyao City	2	REGION V			
Division of Calamba City	2	Division of Albay	3		
Division of Cavite	3	Division of Camarines Norte	2		
Division of Cavite City	1	Division of Camarines Sur	3		
Division of Dasmariñas City	2	Division of Catanduanes	2		

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	SOCCSKSARGEN		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		

Cluster 4: Region VI, VII, VIII, & NIR (November 12 – 14, 2025 within Davao)

NIR	No. of Pax	REGION VI	No. of Pax	REGION VIII	No. of Pax
Division of Bacolod City	2	Division of Iloilo City	2	Division of Ormoc City	2
Division of Bago City	2	Division of Passi City	2	Division of Samar	2
Division of Bais City	2	Division of Roxas City	2	Division of Southern Leyte	2
Division of Bayawan City	2	Regional Office - Proper	1	Division of Tacloban City	2
Division of Cadiz City	2	REGION VII		Regional Office - Proper	1
Division of Canlaon City	1	Division of Bogo City	2	CENTRAL OFFICE	
Division of Dumaguete City	2	Division of Bohol	3	BHROD – Office of the Director	1
Division of Escalante City	2	Division of Carcar City	2	BHROD – PD	6
Division of Guihulngan City	2	Division of Cebu City	2	BHROD – SED	2
Division of Himamaylan City	2	Division of Cebu Province	3	BHROD – OED	1
Division of Kabankalan City	2	Division of Danao City	2	BHROD – HRDD	1
Division of La Carlota City	2	Division of Lapu-lapu City	2	BHROD – EWD	1
Division of Negros Occidental	3	Division of Mandaue City	2	ICTS – TID	1
Division of Negros Oriental	2	Division of Naga City	2		
Division of Sagay City	2	Division of Tagbilaran City	2		
Division of San Carlos City	2	Division of Talisay City	2		
Division of Silay City	2	Division of Toledo City	2		
Division of Sibalay City	2	Regional Office - Proper	1		
Division of Siquijor	2	REGION VIII			
Division of Tanjay City	2	Division of Baybay City	2		
Division of Victorias City	2	Division of Biliran	2		
Regional Office - Proper	1	Division of Borongan City	2		
REGION VI		Division of Calbayog City	2		
Division of Aklan	2	Division of Catbalogan City	2		
Division of Antique	2	Division of Eastern Samar	2		
Division of Capiz	2	Division of Leyte	3		
Division of Guimaras	2	Division of Maasin City	2		
Division of Iloilo	3	Division of Northern Samar	3		