



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 6, 2022

REGION MEMORANDUM
AD No. 50, s. 2022

PREPARATION FOR THE CONDUCT OF PERSONNEL AUDIT 2023

To: Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

1. Republic Act 9155, titled *An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for other Purposes* stipulates in Chapter 1, Section 7 (B) the *Powers, Duties and Functions of Regional Level* stated particularly to determine that program promotion and support, planning, administrative and fiscal services are consistent with the national educational policies, plans and standards of the division office and schools.
2. Relative thereto, this Office will conduct a regionwide **personnel audit 2023 from the first week of February 2023 to the last week of March 2023.**
3. The purpose of the personnel audit is to ascertain the extent of the implementation of the schools division office on equitable distribution and deployment of teaching and non-teaching personnel according to the existing parameters, standards and requirements of the guidelines. Specifically, it shall monitor and assess the following:
 - 3.a Eleven human resource actions such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation as stipulated in the 2017 Omnibus Rules and on Appointments and Other Human Resource Actions (ORAOHRA) revised July 2018;
 - 3.b Distribution of teaching loads per teacher, grade and learning areas in adherence to not more than six hours of actual classroom per day as contained in the Section 13 of RA 4670 titled the Magna Carta for Public School Teachers and DepEd Order 21, s. 2019, Policy Guidelines on the K to 12 Basic Education Program; and
 - 3.c Class organization standard parameters and class program by grade level, learning area and school typology.
4. To provide guidance during the preparation on the scope of the human resource actions, the following regulatory and statutory guidelines including the internal guidelines issued for the newly created positions in the department from



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2015 to 2022 may be used as reference in order to determine the extent of adherence by the division office and schools:

DepEd Issuance	Highlights	Report for Compliance and Deadline
<p>DepEd Memo OUHROD-2022-0478] Return to School Order for ADAS III and II Created in FYs 2017 and 2019</p>	<p>To unload teachers from ancillary and/or non-teaching tasks and enable them to focus on quality instruction in pursuit of the Department's reform agenda under <i>Sulong Edukalidad</i> to pivot its focus on quality education. And to address the primary challenge on human resources in schools, particularly the non-teaching personnel, the Regional and all Schools Division Offices are directed to return to elementary schools the created ADAS III and ADAS II in 2017 to 2019 particularly those without the following non-teaching positions (Administrative Officer II, ADAS III, and ADAS II).</p>	<p>Annex B – Deployment Report of Administrative Assistant Items</p> <p>Deadline of submission: December 12, 2022</p>
<p>DepEd Memorandum-OUHROD-2022-0191 Deployment of Administrative Officer II Items to Public Elementary and Secondary Schools</p>	<p>The third-year creation and deployment of Administrative Officer II (AO II) items in public elementary and secondary schools by the department is an initiative that aims to support schools by unloading teachers from doing ancillary services and administrative tasks so they can focus on teaching. The AO II is the support staff of the school. Therefore, the transfer of AO II to non-schools and/or assigning non-school-related tasks and tasks outside of their job description is highly discouraged and will be considered as serious violation of DepEd policy.</p>	<p>Annex D.1: Deployment Report of School-based Administrative Officer II Positions</p> <p>Deadline of Submission: December 9, 2022</p>
<p>Section 13.b: Detail 2017 Omnibus Rules and on Appointments and other Human Resource Actions (Revised July 2018)</p>	<p>Detail</p> <p>Detail is a temporary movement of an employee from one department or agency to another which does not involve reduction in rank, status or salary</p> <p>Detail with consent shall be allowed for a maximum of three years. The extension</p>	<p>List of Detailed Personnel with date of effectivity and validity</p>





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	or renewal of the detail shall be discretionary on the part of the parent agency.	
Section 13.c: Designation 2017 Omnibus Rules and on Appointments and other Human Resource Actions (Revised July 2018)	<p>Designation</p> <p>Designation – movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of duties of another position on a concurrent capacity or on full-time basis.</p> <p>For positions with incumbents who temporarily can not perform the duties of the position (due to vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointment officer/authority. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two years.</p> <p>For positions without incumbents, a designation may be made only for a maximum of one year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two years</p> <p>Only experience gained from the designation compliant with the above-stated rules shall be credited as relevant experience for purposes of appointment</p>	List of personnel designated to positions with and without incumbents with date of effectivity and validity of the Designation Order
DBM Circular 549, s. 2013 titled Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System	This circular is issued to prescribe a monthly updating of the PSIPOP to obtain real-time data on the status of agency staffing, particularly the number of filled and unfilled positions; to establish reliable basis for updating the forward estimates on Personal Services, and to determine the manpower requirements of the department; to serve as basis for appointments to positions.	Summary of Filled and Unfilled Items by Position, (teaching, non-teaching and teaching-related positions)
RA 4670, Section 13. Teaching Hours Magna Carta for Public School Teachers	Any teacher engaged in actual classroom instruction shall not be required to render more than six hours of actual classroom teaching a day , which shall be so scheduled	





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	as to give him time for the preparation and correction of exercises and other work incidental to his normal teaching duties	
DepEd Memorandum HROD 2022-0635	Teachers Deployment Criteria Standards Refer to Enclosure I Classroom Organization and Deployment Standard Parameters	School Form 7 and Class Program
DepEd Order 21, s. 2019 titled Policy Guidelines on the K to 12 Basic Education Program	Guide the central, regional and schools division offices, and schools in effectively organizing and managing the implementation of the K to 12 Basic Education Program Refer to Enclosure II: Class Program by Grade Level	a. Teacher Class Schedule b. Class Program per Class Organized

4. The Regional Personnel Audit Team (RPAT) composed of six teams shall lead in the conduct of the personnel audit adopting the **Document Analysis, Observations and Discussion (D-O-D) process**. To strengthen consistency of purpose, the inventory of **Personnel, Paper** traceability and **Process observance to the existing regulatory and statutory guidelines of the division shall be verified**.

5. All documented information required shall be prepared before the scheduled personnel audit and must be signed by authorized personnel or official observing the standard of three signatories per document and report contained in RA 11032 titled Ease of Doing Business in Government Offices.

6. Other important details including but not limited to the audit process flows, roles and responsibilities of the auditor and auditee and itinerary shall be issued in a separate region memo.

7. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
 Director IV

Encl.: Classroom Organization and Deployment Standard Parameters; Class Program by Level

Reference: Memo DM-OUHROD-2022-0416

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

EMPLOYEES PLACEMENT AUDIT

KHL/AD-P/RM- PREPARATION FOR THE CONDUCT OF PERSONNEL AUDIT 2023/036/December 6, 2022



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Enclosure 1 to Region Memorandum AD No. 50, s. 2022 Classroom Organization and Deployment Standard Parameters

Level	Class Organization				Teacher Specialization Factor	Remarks		
	Minimum	Maximum	Rounded Half	< or = 100 Enrolment, +1 class if excess is greater than:		Class Organization	Teacher Specialization	
Elementary	Kindergarten	25	30	15	10	0.5	25 learners per class, maximum of 30	1 Teacher per 2 sessions
	Grade 1	30	35	18	10	1.0	30 learners per class, maximum of 35	1 Teacher per class
	Grade 2	30	35	18	10	1.0	30 learners per class, maximum of 35	1 Teacher per class
	Grade 3	30	35	18	10	1.2	30 learners per class, maximum of 35	7 Teachers for every 6 classes
	Grade 4	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes
	Grade 5	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes
	Grade 6	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes
	Multigrade	-	25	-	-	1.0	Max of 25 learners of two consecutive levels	Max of 3 Teachers for every multi-grade school

Level	Class Organization				Teacher Specialization Factor	Remarks		
	Minimum	Maximum	Rounded Half	< or = 100 Enrolment, +1 class if excess is greater than:		Class Organization	Teacher Specialization	
Junior High School	Grade 7	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes
	Grade 8	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes
	Grade 9	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes
	Grade 10	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes
Senior High School	Grade 11	40	40	20	10	1.5	40 learners per class	9 Teachers for every 6 classes
	Grade 12	40	40	20	10	1.5	40 learners per class	9 Teachers for every 6 classes
Non-Graded	Elem/JHS		15	8		1.0	15 learners per class	1 Teacher per class





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Enclosure 2 to Region Memorandum AD No. 50, s. 2022: Class Program by Level

Daily Time Allotment for Kindergarten

Kinder Daily Activities (Blocks of time)	Time Allotment No. of minutes daily
Arrival time	10
Meeting Time 1	10
Work Period 1	45
Meeting Time 2	10
Recess	15
Quiet Time	10
Stories/ Rhymes/ Poems/ Songs	15
Work Period 2	40
Indoor/Outdoor Games	20
Meeting Time 3	5
Total Time (in minutes)	180
Total Time (in hours)	3

Daily Time Allotment for G1 to G3

LEARNING AREA	TIME ALLOTMENT			
	Number of Minutes Daily			
	G1		G2	G3
	1st Semester	2nd Semester		
Mother Tongue	50	50	50	50
Filipino	30	30	50	50
English	-	30	50	50
Science	-	-	-	50
Mathematics	50	50	50	50
Araling Panlipunan	40	40	40	40
MAPEH	40	40	40	40
EsP	30	30	30	30
Total in minutes	240	270	310	360
Total in hours	4	4.50	5.17	6



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Daily Time Allotment for G4 to G6

LEARNING AREA	TIME ALLOTMENT
	Number of Minutes Daily
Filipino	50
English	50
Science	50
Mathematics	50
Araling Panlipunan	40
EPP/TLE	50
MAPEH	40
EsP	30
Total (in minutes)	360
Total (in hours)	6

Daily Time Allotment for G7 to G10

Learning Areas	TIME ALLOTMENT
	Number of minutes per week
English	240
Math	240
Filipino	240
Science	240
<i>Araling Panlipunan (AP)</i>	180
<i>Edukasyon sa Pagpapakatao (EsP)</i>	120
Music, Arts, Physical Education and Health (MAPEH)	240
Technology and Livelihood Education (TLE)	240
Homeroom Guidance Program	60
Special Curricular Programs	240
<i>NOTE: Independent or Cooperative learning is given two hours per week.</i>	





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Senior High School Core Curriculum Subjects Time Allotment Per Semester

Learning Area	Subject	Number of Hours per Semester
Language	Oral Communication	80
	Reading and Writing	80
	<i>Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino</i>	80
	<i>Pagbasa at Pagsusuri ng Iba't-ibang Teksto Tungo sa Pananaliksik</i>	80
Humanities	21st-century Literature from the Philippines and the World	80
	Contemporary Philippine Arts from the Regions	80
Mathematics	General Mathematics	80
	Statistics and Probability	80
Science	Earth and Life Science	80
	Physical Science	80
Social Science	Personal Development	80
	Understanding Culture, Politics, and Society	80
Philosophy	Introduction to Philosophy of the Human Person / <i>Pambungad sa Pilosopiya ng Tao</i>	80
Physical Education and Health	Quarter 1- Exercise for Fitness	20
	Quarter 2- Individual, Dual, and Team Sports	20
	Quarter 3- Philippine Dances	20
	Quarter 4-Recreational Activities	20

**different for STEM*

Applied Tracks Subjects with corresponding number of hours per semester

Subject	Number of Hours per semester	Pre-requisite
English for Academic and Professional Purposes	80	
Practical Research 1	80	
Practical Research II	80	Statistics and Probability
Filipino sa Piling Larang (Akademik, Isports, Sining, at Tech-Voc)	80	
Empowerment Technologies (for the Strand)	80	
Entrepreneurship	80	
Inquiries, Investigations, and Immersion	80	

