



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

15 Nov 2023

DIVISION MEMORANDUM
OSDS No. **159**, s. 2023

CONDUCT OF PERSONNEL AUDIT 2023

To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Section 7 (B) of RA 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 and the continuous efforts of the department to ensure adherence on educational policies, plans and standards, the Regional Office XII shall conduct a Personnel Audit 2023 at the Schools Division of South Cotabato on November 22, 2023.

2. The purpose of the personnel audit is to ascertain the extent of the implementation of the schools division office mandates by ascertaining the equitable distribution and deployment of teaching and non-teaching personnel according to the existing parameters, standards, workload, and requirements of the guidelines.

3. Specifically, it shall monitor and assess the following:

- a. Eleven human resource actions such as but not limited to 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;
- b. Distribution of teaching loads per teacher, grade and learning areas in adherence to not more than six-hour of actual classroom per day as contained in the Section 13 of RA 4670 titled the Magna Carta for Public School Teachers and DO 21, s. 2019, Policy Guidelines on the K to 12 Basic Education Program; and

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- c. Class organization standard parameters and class program by grade level, learning area and school typology.
4. There will be four teams to form the Regional Personnel Audit Team to conduct the audit and validation by site as follows:

Team	Site
Team A	Division Office
Team B	One Central elementary School with ALS
Team C	One Secondary School – Non-IU
Team D	One Secondary School – Implementing Unit

5. All Public Elementary and Secondary Schools shall have a school copy of approved Teacher Class Program, Class Organization, School Form 7 and Assignment, Deployment, Detail and Designation Orders of Teaching, Related Teaching and Non-Teaching Personnel for audit purposes. All Head Teachers and Teacher In-Charge shall, therefore, submit their Class and Teacher Program through this link: <https://bit.ly/Classprog2023> not later than Monday, November 20, 2023.
6. For clarifications and inquiries, personnel concerned may contact the Office of the Administrative Officer V (Administrative Services) at telephone numbers (083) 228-3742.
7. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None
Reference: Region Memorandum ORD-2023-045
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING RECRUITMENT

RJSS/DM- conduct of personnel audit 2023
0000/November 15, 2023

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