

October 17, 2024

DIVISION MEMORANDUM

OSDS-PS No. **178** s. 2024

**CONTINUATION OF THE CONDUCT OF CY 2024 DIVISION LEVEL
PERSONNEL AUDIT**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Unit/Section Heads
Public Schools District Supervisors/Principals In-charge
Elementary and Secondary School Heads
All Others Concerned
This Division

1. In relation to Division Memorandum OSDS-PS No. 031, s. 2023 re: Conduct of Division Level Personnel Audit 2023, this office announces the continuation of the conduct of Division Level Personnel Audit starting **October 21, 2024 until December 06, 2024.**
2. This aims to continuously assess the extent of compliance of the schools with regard to the established rules and regulations for an equitable distribution and deployment of teaching and non-teaching personnel in the division.
3. To achieve an orderly and systematic conduct of audit, all school heads and personnel handling pertinent school data and reports shall prepare and present the following documents:
 - a. Updated BP207 for Elementary
 - b. Updated Personnel Profiling for Secondary and Elementary
 - c. Updated List of detailed/ reassigned/ transferred personnel with effectivity date.
 - d. School Form 7 (SF7) Schools Personnel Assignment List and Basic Profile
 - e. Classroom Management Program
 - f. List of locally-paid teachers
 - g. Basic Education Information System
 - h. Updated 201 file
 - i. Updated Employees Leave card

RMBH/OSDS-PS/DM-Continuation of the Conduct of CY 2024 Division Level Personnel Audit/October 17, 2024

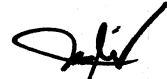



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REGION XII
DIVISION OF SULTAN KUDARAT

- j. Inventory of personnel and other related documents.
4. The Division Personnel Audit Team will utilize all necessary and appropriate tools to ensure that the processes observed at schools conform with the prescribed existing rules and guidelines.
5. Attached is the schedule of audit by municipality.
6. All expenses incurred during the conduct of the personnel audit shall be chargeable against Division MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
7. For guidance and immediate dissemination of all concerned.

By the authority of the Schools Division Superintendent:


MEILROSE B. PERALTA, EdD
1 **CRISPIN A. SOLIVEN JR., CESE**
Schools Division Superintendent 

Enclosure: As stated

Reference: As stated

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

AUDIT

DIVISION LEVEL

PERSONNEL

RMBH/OSDS-PS/DM-Continuation of the Conduct of CY 2024 Division Level Personnel Audit/October 17, 2024



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No. **178**
Enclosure to DM OSDS No. _____, S. 2024

SCHEDULE OF DIVISION LEVEL PERSONNEL AUDIT 2024

NO.	MUNICIPALITY	DATE OF TRAVEL
1	KULAMAN I	OCT. 21-31, 2024
2	KULAMAN II	NOV. 4-8, 2024
3	PALIMBANG III	DEC.2-6, 2024

RMBH/OSDS-PS/DM-Continuation of the Conduct of CY 2024 Division Level Personnel Audit/October 17, 2024



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