



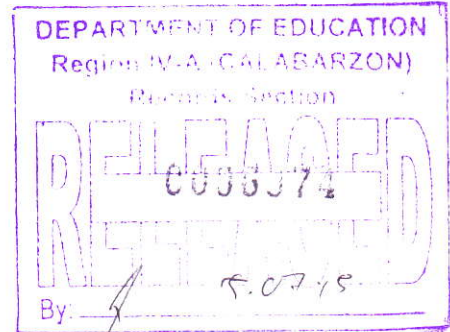
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**

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TO: SCHOOLS DIVISION SUPERINTENDENTS  
 Attention: Division HRMO's

FROM: DIOSDADO M. SAN ANTONIO  
 Director IV



SUBJECT: UPDATING OF PERSONAL PROFILE OF ALL DEPED EMPLOYEES UNDER  
 THE REGIONAL PAYROLL SERVICES UNIT (RPSU)

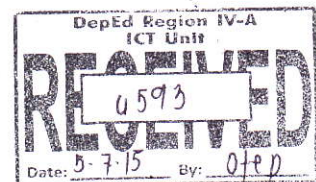
DATE: April 29, 2015

In compliance with Audit Observation Memoranda Nos. 2014-10 to 12 dated May 8 and 14, 2014 respectively, this Office is requesting all Schools Division Offices to update the Personal Profile of all DepEd Employees under the RPSU and to reconcile personal information of each personnel to avoid 'double payment' of salaries/benefits. We are strongly recommending this procedure to simplify the current processes in order to prevent erroneous records and adverse circumstances which are disadvantageous to the operations of Regional Office and its Operating Units.

Attached are the prescribed templates (Annexes A to C) on your updating for submission to the Administrative Division (Hard and Soft Copies) indicated below:

School Division Offices	Due Date of Submission
All City Divisions	May 15, 2015
Divisions of Cavite, Laguna and Rizal	May 22, 2015
Divisions of Batangas and Quezon	May 29, 2015

Incls.: As stated



### EMPLOYEES PROFILE

Division Code	
Employee No.	
Division	
Last Name	
First name	
Middle Name	
Station No.	
Attendance	
Position	
Civil Status	
Gender	
Birthdate	
Age	
Education (Elem./Sec./Insular)	
Philhealth no.	
PAG-IBIG No.	
Salary Grade	
Step Increment	
TIN No.	
Tax Description	
Mode of Payment (ATM)	
Account No.	
GSIS BP No.	

\_\_\_\_\_  
Signature

Division: \_\_\_\_\_  
 Name of School: \_\_\_\_\_

'Annex B'

EMPLOYEES PROFILE (CONSOLIDATED)

Division Code	Employee No.	Division	Last Name	First Name	Middle Name	Station No.	Attendance	Position	Civil Status	Gender	Birthdate	Age	Education (Elem/Sec/Insular)	Philhealth no.	Pag-IBIG No.	Salary Grade	Step Increment	TIN No.	Tax Description	Mode of Payment (ATM)	Account No.	GSIS BP No.		

Prepared by: \_\_\_\_\_

CERTIFIED CORRECT:  
 \_\_\_\_\_  
 School Head

'Annex C'

Division: \_\_\_\_\_

EMPLOYEES PROFILE (CONSOLIDATED)

Division Code	Employee No.	Division	Last Name	First name	Middle Name	Station No.	Attendance	Position	Civil Status	Gender	Birthdate	Age	Education (Elem/Sec/Insular)	Philhealth no.	Pag-IBIG No.	Salary Grade	Step Increment	TIN No.	Tax Description	Mode of Payment (ATM)	Account No.	GSIS BP No.	

Prepared by: \_\_\_\_\_  
Division HRMC

CERTIFIED CORRECT: \_\_\_\_\_  
Schools Division Superintendent