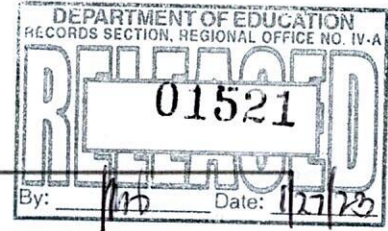




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



17 January 2023

**Regional Memorandum**  
No.36 s.2023

**PLANTILLA AUDIT OF THE SCHOOLS DIVISION OFFICES**

To **Schools Division Superintendents**  
**All Others Concerned**

1. The Regional Office through the Administrative Services Division shall conduct a plantilla audit of all Schools Division Offices, this Region to be held at the Office of the Administrative Services Division (ASD), Gate 2 Karangalan Village, Cainta, Rizal within the period from February 13-20, 2023.
2. The activity aims to:
  - a. reconcile the number of plantilla of personnel specifically the filled positions in the Schools Division Offices as against the number of personnel covered and paid under the Personnel Section-Payroll Services of this Office;
  - b. update the employees' profiles in the payroll system based on the updated plantilla of personnel, and other official documents; and
  - c. resolve issues and concerns relative to the updating of plantilla of personnel and payroll services.
3. **Participants in this activity are the Division Administrative Officers V (Admin. Group) and Administrative Officers IV (HRMO II) only.** Participants are advised to bring hard copies of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) with updated salaries per NBC No. 591, s. 2023 (4<sup>th</sup> Tranche) effective January 1, 2023, and their approved travel authority. Moreover, adherence to health and safety protocols due to COVID 19 is still observed.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph




4. Below are the schedule/date of attendance:

<b>SCHEDULE/DATE</b>	<b>DIVISIONS</b>	<b>PERSONNEL IN-CHARGE</b>
February 13, 2023	Bacoor City Cavite City Dasmariñas City Biñan City Calamba City	Danna Marie E. Alba Warren T. Balaogan Isagani D. Carlos, Jr. Justene Christian M. Mata Michelle R. Cabaltera
February 14, 2023	General Trias City Imus City Cabuyao City Santa Rosa City Antipolo City	Isagani D. Carlos, Jr. Danna Marie E. Alba Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera
February 15, 2023	San Pablo City San Pedro City Batangas City Lipa City Lucena City	Danna Marie E. Alba Justene Christian M. Mata Isagani D. Carlos, Jr. Warren T. Balaogan Michelle R. Cabaltera
February 16, 2023	Tanauan City Cavite Province Rizal Province Laguna Province Tayabas City	Warren T. Balaogan Isagani D. Carlos, Jr. Danna Marie E. Alba Justene Christian M. Mata Michelle R. Cabaltera
February 17, 2023	Batangas Province	Warren T. Balaogan
February 20, 2023	Sto. Tomas City Quezon Province	Warren T. Balaogan Michelle R. Cabaltera

5. Participants as stated in paragraph 3 are requested to register at <https://bit.ly/3wbiJy6> **until 12:00 noon of February 9, 2023.**

6. Immediate dissemination of and compliance to this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director

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ps/msbo