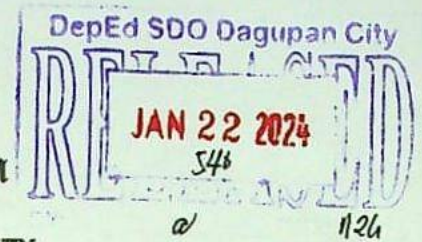




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**MEMORANDUM**

**TO:** All Concerned

**FROM:** ROWENA C. BANZON, CESO V  
Schools Division Superintendent

**SUBJECT:** CONDUCT OF PERSONNEL AUDIT

**DATE:** January 18, 2024

The latest Teacher Requirement Analysis for SDO Dagupan City revealed that there is an increased number of excess teachers both in the elementary and secondary level compared to data from prior years. However, despite the existence of these excess teachers, there are still requests from schools for the hiring of additional or substitute teachers. In order to reconcile the data with the actual situation in the school, this Office is assigning the following to conduct a personnel audit in all schools of this division:

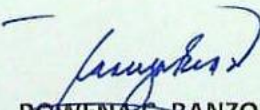
**Personnel Audit Team**

**Chairman:** MARCIANO U. SORIANO, JR. CESO V- Assistant Schools Division Superintendent

**Members:** MYREL ANGELICA N. LOPEZ - Administrative Officer V  
ISAGANI D. ROSARIO - Senior Education Program Specialist  
JOANN L. JIMENEZ - Planning Officer II  
JENNETTE A. SISON - Administrative Officer IV  
PUBLIC SCHOOLS DISTRICT SUPERVISOR – in-charge of the District

The findings and recommendations of the personnel audit team shall be submitted to this Office on or before January 31, 2024.

For compliance.

  
ROWENA C. BANZON, CESO V  
Schools Division Superintendent



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NUMBER OF TEACHERS BY TEACHING ASSIGNMENT IN GRADES 4 TO 6											
ENGLISH			MATHEMATICS			FILIPINO			SCIENCE		
Gr4	Gr5	Gr6	Gr4	Gr5	Gr6	Gr4	Gr5	Gr6	Gr4	Gr5	Gr6

NUMBER OF TEACHERS BY TEACHING ASSIGNMENT IN GRADES 4 TO 6											
ARALING PANLIPUNAN			EPP/TLE			MAPEH			EsP		
Gr4	Gr5	Gr6	Gr4	Gr5	Gr6	Gr4	Gr5	Gr6	Gr4	Gr5	Gr6

NUMBER OF TEACHERS BY GRADE LEVEL						
Gr7	Gr8	Gr9	Gr10	Gr11	Gr12	TOTAL

NUMBER OF TEACHERS BY TEACHING ASSIGNMENT IN GRADES 7 TO 10															
ENGLISH				MATHEMATICS				FILIPINO				SCIENCE			
Gr7	Gr8	Gr9	Gr10	Gr7	Gr8	Gr9	Gr10	Gr7	Gr8	Gr9	Gr10	Gr7	Gr8	Gr9	Gr10

ARALING PANLIPUNAN				EPP/TLE				MAPEH				EsP			
Gr7	Gr8	Gr9	Gr10	Gr7	Gr8	Gr9	Gr10	Gr7	Gr8	Gr9	Gr10	Gr7	Gr8	Gr9	Gr10