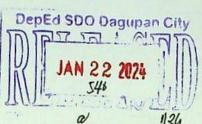


Republic of the Philippines Department of Education

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

Comples

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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Management ISO 9001:2015



www.tuv.com ID 9108650037

| SCHOO ID: | | |
|--------------|--|--|
| SCHOOL NAME: | | |

| К | Gr 1/7 | Gr 2/8 | Gr 3/9 | Gr 4/10 | Gr 5/11 | Gr 6/12 | SPED NG | Grand TOTAL |
|---|----------|--------|--------|-------------|---------|---------|---------|---------------------|
| | <u> </u> | | NU | JMBER OF CL | ASS | | | |
| K | Gr 1/7 | Gr 2/8 | Gr 3/9 | Gr 4/10 | Gr 5/11 | Gr 6/12 | SPED NG | Total (K-G6/7-12 |

NUMBER OF EMPLOYEES PER SCHOOL (as of January 23, 2024)

| PRINCIPAL | | | Assistant Principal | | н | EAD TEACH | ER | MASTER | TEACHER | TEACHER | | | | |
|-----------|-----|----|------------------------|----|----|-----------|-----|--------|---------|---------|--|-----|----|---|
| IV | 111 | il | 1 | 11 | VI | IV | 111 | II | | 11 | | III | II | ı |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

| | ADMINISTRA | ATIVE OFFICE | R | AD | MINISTRATI | VE ASSISTAI | NT | | ADMINISTR | ATIVE AIDE | SPED TEACHER | SST & II |
|----|------------|--------------|---|----|------------|-------------|----|----|-----------|------------|-----------------|------------|
| IV | 1111 | II | 1 | IV | TH | | | IV | 10 | | | |
| | | | | | | | | | | | | |

| contractu al/JO | contractu al/JO | | | | TOTAL # OF |
|--------------------|--------------------|---------------|--------|-------|-----------------------|
| teacher | non- teaching | Provision ary | Others | TOTAL | TEACHING PERSONNEL |
| | | | | | |

| NUMBER OF TEACHERS | | | | | | | | | | | | |
|--------------------|-----|-----|-----|-----|-----|-----|------|-----------|-------|--|--|--|
| KINDER | GR1 | GR2 | GR3 | GR4 | GR5 | GR6 | SPED | RELIEVING | TOTAL | | | |
| | | | | | | | | | | | | |

| | ENGLISH | | M | ATHEMATI | CS | | FILIPINO | | SCIENCE | | | |
|-------|-----------|-----|---------|---------------------|------------|-----------|-----------|-----------|---------|-----|-----|--|
| Gr4 | Gr5 | Gr6 | Gr4 | Gr5 | Gr6 | Gr4 | Gr5 | Gr6 | Gr4 | Gr5 | Gre | |
| ARALI | NG PANLIF | | MBER OF | TEACHERS EPP/TLE | BY TEACHII | NG ASSIGN | MENT IN G | RADES 4 T | 0 6 | EsP | | |
| Gr4 | Gr5 | Gr6 | Gr4 | Gr5 | Gr6 | Gr4 | Gr5 | Gr6 | Gr4 | Gr5 | Gr | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| | NUI | MBER OF T | EACHERS B | Y GRADE L | EVEL | |
|-----|-----|-----------|-----------|-----------|------|-------|
| Gr7 | Gr8 | Gr9 | Gr10 | Gr11 | Gr12 | TOTAL |
| | | | | | | |

| ENGLISH | | | C. Carlotte | | MATHE | MATICS | | FILIPINO | | | | SCIENCE | | | |
|---------|-----|-----|-------------|-----|-------|--------|--|----------|-----|-----|------|---------|-----|-----|------|
| Gr7 | Gr8 | Gr9 | Gr10 | Gr7 | Gr8 | Gr9 | Gr10 | Gr7 | Gr8 | Gr9 | Gr10 | Gr7 | Gr8 | Gr9 | Gr10 |
| | | | | | | | STATE OF THE PARTY | | | | 4 | | | | |

| A | RALING PA | NLIPUNAI | V | EPP/TLE | | | | MAPEH | | | | Es | P | | |
|-----|-----------|----------|------|---------|-----|-----|------|-------|-----|-----|------|-----|-----|-----|------|
| Gr7 | Gr8 | Gr9 | Gr10 | Gr7 | Gr8 | Gr9 | Gr10 | Gr7 | Gr8 | Gr9 | Gr10 | Gr7 | Gr8 | Gr9 | Gr10 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |