



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 320, s. 2022

May 23, 2022

CONDUCT OF PRIME HRM INTERNAL AUDIT PRIOR TO FINALIZATION OF EVIDENTIARY REQUIREMENTS

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Section Heads
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
School-Based Non-Teaching Personnel
Other Division and School Personnel

1. In reference to the conduct of Finalization of Evidentiary Requirements with CSC Provincial Director to be conducted this June 2, 2022, this office enjoins PRIME HRM Committees to prepare for the Conduct of Internal Audit to be facilitated by Internal Control Team in any of the dates from May 30 to June 1, 2022.
2. The focus of the conduct of the Internal Audit shall be the list of ERs (in MS Excel) and the descriptions of the ERs (in MS Word) provided by the CSC Field Office. Additionally, the list of comments and suggestions during the Closer Collaboration with Dir. Ortiz conducted last May 11 to 12, 2022 and those written in post-it notes.
3. The following Internal Control Team members shall serve as the Internal Auditor of each core system:

| No. | Core System | Internal Control Team |
|-----|--|---|
| 1 | Recruitment, Selection and Placement (RSP) | Clarence S. Pillerin and Eleser D. Mateo |
| 2 | Performance Management System (PMS) | Jem Boy B. Cabrella |
| 3 | Learning and Development (L&D) | Reyzen O. Monserate and Xavier S. Fuentes |
| 4 | Rewards and Recognition (R&R) | Xavier S. Fuentes and Jem Boy B. Cabrella |

4. Members of the Internal Control Team may coordinate with the Committee Chairpersons for this matter.
5. The Exit Conference shall be conducted on June 1, 2022 at 2:00 PM via Google Meet with the link: <https://meet.google.com/rwa-rasi-bdv>.



6. PRIME HRM secretariat will serve as the secretaries of each core system to take down notes of the findings of the Internal Control Team during the Exit Conference.
7. Communication and other incidental expenses incurred during the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.



CRISTY C. EPE
Schools Division Superintendent



DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
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DATE: MAY 25 2022 TIME: 10:12 am

BY: 