



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

DIVISION MEMORANDUM
No. 570, s. 2021

September 27, 2021

CONDUCT OF PERSONNEL AUDIT

To: Public Schools District Supervisors
Public Schools Elementary School Heads
Public Schools Secondary School Heads

1. In adherence to the Department's direction towards effective Human Resource Management, this Division Office hereby conducts the personnel audit at the school level.
2. The results of this personnel audit will provide information in the preparation of the annual staffing plan and the annual requests of budget for reclassification of position.
3. All schools will directly encode their responses on the google link <https://tinyurl.com/yyhwpftk> , not later than October 8 , 2021. Please be advised that only the DepEd email of school heads can access the google sheet.
4. For any inquiries, you may call the Personnel Section at 09635500721 or message us at Human Resource Section DepEd Digos City Division FB Page.
5. For information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent



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