



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2022- 078

To : Public Schools Division Supervisor
Public Schools Elementary School Heads
Public Schools Secondary School Heads

Subject : CONDUCT OF PERSONNEL AUDIT

Date : December 14, 2022

In adherence to the Department's direction towards effective Human Resource Management, this Division Office hereby conducts the personnel audit at the school level.

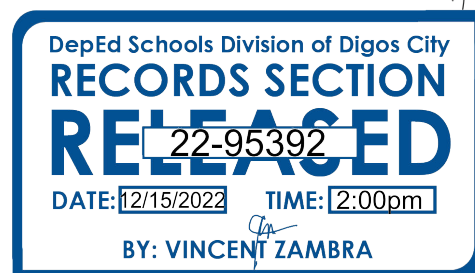
The results of this personnel audit will provide information in the preparation of the annual staffing plan and the annual requests of budget for reclassification of position.

All schools will directly encode their responses on the google link <https://tinyurl.com/yyhwpftk> , not later than December 21, 2022. Please be advised that only the DepEd email of school heads can access the google sheet.

For any inquiries, you may call the Personnel Section at 09635500721 or message us at Human Resource Section DepEd Digos City Division FB Page.

For information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent



OSDS/ADMIN /HR/dbc



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