



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 088

To : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ADMINISTRATIVE ASSISTANTS AND ADMINISTRATIVE OFFICER  
IIS DEPLOYED IN THE SCHOOLS

Subject : CONDUCT OF PERSONNEL AUDIT

Date : February 14, 2024

In reference to Regional Memorandum FD-2024-003 dated February 12, 2024 re: Submission of FY 2025 Budget Proposal Details for Non-Interfaceable Items, 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 FY 2025 budget proposal for reclassification of positions.

The file shall be downloaded thru this link <https://bit.ly/ERF-MT-RECLASS> and fill-out the data needed. Accomplished soft copy file (excel format) and scanned signed copy (PDF format) shall be sent thru [hr.digoscity@deped.gov.ph](mailto:hr.digoscity@deped.gov.ph) not later than February 23, 2024. Please be advised that only your DepEd e-mail account can access the google sheet.

All elementary schools and secondary (Implementing Unit and Non-Implementing Units), excluding senior high school are hereby directed to comply.

All Administrative Assistants and Administrative Officer IIs deployed in the schools shall submit their mother and clustered schools' reports respectively.

For information and strict compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
24-117011

DATE: FEB 14 2024 TIME: 2:00 PM

BY: *[Signature]*

OSDS/ADMIN / HR/dbc



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

**Office of the Regional Director**

REGIONAL MEMORANDUM  
FD-2024-003

To : Schools Division Superintendents

Subject : SUBMISSION OF FY 2025 BUDGET PROPOSAL DETAILS  
FOR NON-INTERFACEABLE ITEMS

Date : February 12, 2024

Relative to the preparation of the FY 2025 budget proposal, SDOs shall submit to the Finance Division not later than February 28, 2024 the Budget Proposal Details for Non-Interfaceable Items as follows:

1. Reclassification of Positions;
2. Magna Carta Benefits of Public Health Workers – Subsistence Allowance, Laundry Allowance and Hazard Pay;
3. Special Hardship Allowance; and
4. Loyalty Pay.

The templates were already forwarded to the online facility of the RO and SDO Budget Officers. The consolidated summary shall be submitted to the Budget Division, DepEd Central Office to support the FY 2025 budget proposal for non-interfaceable items.

Queries relative to this can be relayed to Katherine C. Datoy, Supervising Administrative Officer at 09234808374.

For information, guidance and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

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