



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

12 March 2026

DIVISION MEMORANDUM
NO. 380 s. 2026

**ACCOMPLISHMENT OF NON-PLANTILLA PERSONNEL TEMPLATE FOR THE
DEPED PERSONNEL AUDIT (DPA) FY 2026**

TO: Assistant Schools Division Superintendent
Secondary School Heads of Implementing Units
Administrative Officers (IUs)
All Others Concerned

1. In preparation for the forthcoming Training-Workshop on DepEd Personnel Audit (DPA) for Fiscal Year 2026 scheduled for March 17-19, 2026, all implementing units are hereby directed to submit the latest MASTFILE (dbf file) to personnelsection.ctd@deped.gov.ph **not later than March 13, 2026 at 4:00 pm.**
2. In line with the completion of the DepEd Personnel Audit (DPA) template, all concerned are likewise requested to accomplish the Non-Plantilla Personnel template (Contract of Service, Job Order, Contractual, Casual and LGU-Funded Personnel) data through the following link: <https://tinyurl.com/NonPlantillaDPA>
3. Please be reminded that in adherence to the Data Privacy Act of 2012, all submitted data shall be treated with the utmost confidentiality and will be used solely for official purposes related to the DepEd Personnel Audit.
4. For information, guidance and immediate compliance.

By Authority of the OIC-SDS:

[Signature]
EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



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