



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM

OSDS-PER-UM-04-015-2024/MBL

TO : Assistant School Division Superintendent
Public Schools District Supervisors
Elementary & Secondary School Heads
Administrative Officers
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF UPDATED SCHOOL-BASED
PERSONNEL AND NON-PLANTILLA ITEMS**

DATE : 15 April 2024

1. In preparation for the upcoming training workshop relative to the Memorandum DM-OUHROD-2024-0631 dated April 4, 2024, and Regional Memorandum No. 00432 s. 2024 dated April 5, 2024, titled "Training Workshop on DepEd Personnel Audit FY 2024", all School Heads are requested to submit an Updated List of School-Based personnel and an Updated List of Non-Plantilla Items (COS/Jos, Casual, and LGU-Funded items).

2. For Updated List of School-Based Personnel (Teaching, Non-Teaching, and School Administrators):

a. Upload the updated list as of March 31, 2024, either in Word or Excel through this link:

<https://bit.ly/PlantillaPersonnelUpload> with the following format:



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.deped.gov.ph/catatanduanes.com
DepEd Taysan - Region V - Catanduanes



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List of School-Based Personnel		
	District:	
	School Name:	
	School ID:	
No.	Full Name (format: LN, FN, MN)	Remarks (if Detailed indicate original school assignment)
1	(Ex: Dela Cruz, Abraham Santos)	Ex: Detailed- Agban National High School
2	Vargas, Macario C.	

3. For the Updated List of Non-Plantilla Items:
 - a. Accomplish the template (in Excel form) which can be downloaded through this link: <https://bit.ly/Non-PlantillaPersonnelTemplate>
 - b. Updated List of Non-Plantilla Items (COS/Jos, Casual, and LGU-Funded items) as of March 31, 2024
 - c. Complete ALL the required information per column.
 - d. Once completed, save the file with the following format: **Non-Plantilla Item-School Name** (Sample: *Non-Plantilla Item-Agban Elementary School*) and upload at <https://bit.ly/Non-PlantillaPersonnelUpload>
4. For elementary, reports shall be submitted and prepared by the Administrative Officer in charge of the district.
5. The deadline for submission is **on or before April 17, 2024, Wednesday at 5:00 P.M.**
6. For information and immediate compliance.