

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
KAGAWARAN NG EDUKASYON AT KULTURA  
Department of Education and Culture  
MANILA

TANGGAPAN NG KALIHIM  
Office of the Secretary

May 5, 1975

DEPARTMENT ORDER  
No. 12, s. 1975

AUDIT OF PERSONNEL IN ALL SCHOOL DIVISIONS  
AS OF JUNE 30, 1975, PHASE I

The Director of Public Schools  
Regional Director

1. Pursuant to provisions of the Reorganization Plan and in order to keep an accurate record of all personnel in public elementary school divisions, provincial and city, from District Supervisor to Janitor as of June 30, 1975, a personnel audit shall be made accomplishing for this purpose the attached Sample Personnel Audit Form and submitted to this Office not later than June 30, 1975.
2. This project should be started on May 15, 1975. For this purpose, the Division/City Superintendent shall observe the following guidelines:
  - a. Convene all district supervisors to get them acquainted with the project and how the form shall be accomplished.
  - b. The district supervisors in turn shall meet with his principals and head teachers in the central school and working under his immediate supervision, start preparing the report in accordance with the manner of listing personnel as indicated in the enclosed Personnel Audit Form.
  - c. The Division/City Superintendent shall utilize division supervisors for proper checking of the entries as submitted by district supervisors and for compiling the accomplished forms properly bound for every division.
  - d. Sufficient copies of this form shall be mimeographed in division offices in order to prepare seven (7) bound copies of the division report, six (6) copies of which shall be submitted to the respective Regional Director.







Each regional director shall keep a copy of each of the division reports and forward to the DEC Reorganization Committee five (5) copies of the report of each division comprising the region. These five copies will be distributed to national offices concerned.

Each division office shall keep one file copy of the complete division report.

Each district supervisor shall have a file copy of the district report in his office.

- e. Care should be taken that the entries be as accurate as possible and the following observed:
  - aa) If the employee is permanent by reason of R.A. 4670, Magna Carta for Public School Teachers, indicate P(MC).
  - bb) If status is provisional although the employee passed the DEC Civil Service Exams in 1972, indicate Prov.(DEC'72).
  - cc) Indicate under designation of position PIC, i.e. Principal In-Charge, if the incumbent has no item as district supervisor.

The name of the PIC shall, however, be carried in the school to which he is appointed as principal.
  - dd) Indicate under "Remarks" any observation on particular personnel on a matter requiring attention.
  - ee) It is expected that the errors in deployment of principals and head teachers reported by BPS follow up teams are being corrected.
3. Regional Directors are being furnished enough copies of this Order and the Annex (Personnel Audit Form) to provide all divisions within the region with at least a copy. This should insure immediate dissemination of this Department Order to all divisions within the region.
4. Immediate attention and compliance is hereby desired.

(SGD) JUAN L. MANUEL  
Secretary of Education and Culture

CSS/rec









SAMPLE PERSONNEL AUDIT FORM

Department of Education and Culture  
M a n i l a

PLANTILLA OF PERSONNEL  
AS OF June 30, 1975

Division of \_\_\_\_\_

Item No.	In c u m b e n t	Designation of Position	WAPCO Salary Range	Authorized Salary	Actual Salary as of June 30, 1975	Educational Qualification	Civil Service Eligibility	Status
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
District: _____								
Ramon Santos								
Municipality of: <u>JUAN LUNA</u>								
a. <u>Juan Luna Elementary School</u>								
L. Pedro								
1. Pedro O. Reyes								
2. Filemon Muñoz								
3. etc.								
4. etc.								
5. etc.								
b. <u>San Jose Primary School</u>								
1. Jose Real								
2. Antonio Rimando								
3. Pedro Bulig								
4. etc.								





