



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 158, s. 2026

APR 08 2026

DEPED PERSONNEL AUDIT (DPA) FOR FISCAL YEAR 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the completion of the DepEd Personnel Audit (DPA) Pre-Work Templates, all offices concerned are hereby requested to prepare and compile the necessary reference documents to ensure the accuracy, completeness, and timeliness of the required data.
2. The collection of the required data shall also form part of the Schools Division Office (SDO) database system. In this regard, all Administrative Officers II and other school focal persons are directed to verify and accomplish the necessary data using the prescribed template. All concerned personnel are advised to ensure that the information provided is accurate, updated, and consistent with existing records.

Link: <https://tinyurl.com/mr46r6h9>

QR Code:



3. Concerned personnel are hereby enjoined to accomplish the Form through the link provided on or before April 14, 2026 (Tuesday), at 5:00 PM. Please be informed that submission of printed or hard copies shall no longer be required, as all submissions shall be done electronically for efficiency and ease of consolidation.
4. In adherence to the Data Privacy Act of 2012 (RA 10173), this Office assures that all data to be gathered shall be used solely for official reporting purposes of the Department of Education (DepEd) and shall not be disclosed, shared, or utilized for any other purpose without proper authorization. All information collected shall be treated with utmost confidentiality and handled in accordance with existing data privacy and protection policies.



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5. Ensure that no provided data will be erased; hence, all concerned personnel are advised to exercise utmost care when verifying and encoding the required information. Likewise, the information must not be shared with unauthorized personnel.
6. Strict compliance with this Memorandum is hereby desired.

CAROLINA S. VIOLETA, EdD, CESO V
- Schools Division Superintendent

End: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
DPA AUDIT
PLANTILLA PERSONNEL

EDG-HR
04/07/2026