



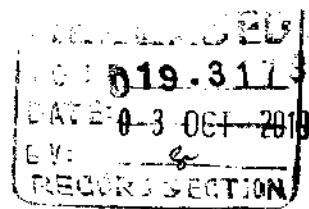
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

www.depednegor.net

**TRAVEL ORDER**

No. 1316, s. 2019



**TO** : **JIAN A. DIAZ**  
Administrative Officer IV

**ANALOU G. SAGA**  
Administrative Assistant II

**PURPOSE** : To attend Workshop for the Preparation and Submission of Inventory of DepEd Personnel (Cluster 5)

**DATE OF TRAVEL** : October 2-5, 2019

**Place/Venue** : Deped Ecotech Center, Sudlon, Lahug, Cebu City

**ALLOWED/CHARGED TO:** *(Division MOOE Funds subject to the usual accounting and auditing rules and regulations)*

  X   : Transportation/Per Diems & Other incidental expenses  
       : Per Diems  
       : On Official Time/Business  
       : Transportation

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent  
10/2/19

Tel. Nos. (035)225-2838 / 225-0887/422-7844 (Division Supr's Office); (035) 225-1822 (CID); (035)225-1823 (Legal Section); (035)225-8180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Records Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acc. Budget Section); (035) 422-3821 (Supply Section)



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Labug, Cebu City



September 30, 2019

REGIONAL MEMORANDUM  
NO. 0510 s, 2019

WORKSHOP FOR THE PREPARATION & SUBMISSION OF  
INVENTORY OF DEPED PERSONNEL  
(Cluster 5)

TO : Schools Division Superintendents  
All Concerned

1. The Department of Education (DepEd) Personnel Division under the Bureau of Human Resource and Organizational Development (BHROD) will conduct a Workshop for the Preparation & Submission of Inventory of DepED Personnel (Cluster 5) on October 2-5, 2019 (inclusive of travel time) at the DepEd Ecotech Center (exact venue will announced later).
2. The workshop aims to gather and consolidate the updated number of personnel in the Department of Education.
3. For Cluster 5, the participants includes DepEd RO VII, VIII, IX.
4. The Schools Division Superintendents are requested to send a maximum of two (2) representatives who is the designated end-user of the PSIPOP and in-charge of maintaining the Plantilla of Personnel. Each participant is requested to register online at <http://deped.in/PMregistration>.
5. Participants are requested to prepare the following :
  - a) Updated Plantilla Database as of July 2019 (MS Excel database)
  - b) Laptop and portable internet connection device
6. The activity will last for a total of two (2) days, exclusive of travel time. Identified participants are expected to be at the venue on Day 0 (October 3, 2019) at 5:00 p.m. The first meal will be dinner on Day 0 and the last meal will be breakfast on Day 3 (October 5, 2019).
7. For clarifications, you may contact Ms. Ida F. Cabantan, Supervising Administrative Officer, DepEd RO VII.
8. Traveling and other incidental expenses shall charged against Division/ Local funds while board and lodging shall charged against Regional Office funds, both subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.

  
SALUSTIANO T. JIMENEZ, J.D., Ed.D., CESO V  
OIC-Regional Director

Office of the Director (ORD), Tel. Nos.: (032) 231-1433; 251-1369; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EKA 2015: Karapatan ng Lahat, Panatagutan ng Lahat"