



2603-751

Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

3.1 MAR 2026

**DIVISION MEMORANDUM**

No. 150, s.2026

**DIVISION-WIDE PERSONNEL PRE-AUDIT**

To: Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD & CID)  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 312, s. 2026, regarding the Third Round Conduct of the DepEd Regional Office I Personnel Audit scheduled on April 22-24, 2026, this Office hereby announces the conduct of a Division-wide Personnel Pre-Audit on April 20-21, 2026.
2. This activity aims to continuously monitor core human resource processes such as leave management, recruitment and hiring, and records management; identify best practices across different schools; and provide a feedback mechanism between the Division Office and the schools.
3. The audit will focus on the following areas:
  - a. Personnel Inventory
  - b. School Form 7 (Teaching Load of Teachers/Designation of Teachers)
  - c. Form 48 ( Daily Time Record)
  - d. Leave Management
  - e. 201 File Management
  - f. Other Personnel Actions
4. Attached to this memorandum is the schedule of the Personnel Audit.
5. This memorandum should serve as Locator Slip.
6. Widest dissemination of this memorandum is hereby enjoined, and strict compliance by all schools is required.

SCHOOLS DIVISION OFFICE  
**DEPED VIGAN CITY**  
 31 MAR 2026  
**RELEASED**  
 BY:

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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**SCHEDULE OF PERSONNEL AUDIT**

DATE/ TIME	SCHOOL	TEAM
April 20, 2026 9:00-5:00 PM	Raois ES Rugsuanan Puroc ES Vigan National High School East* Nagsangalan ES* Camangaan ES Cabaraosan- Cabalangean ES	Greatest Yeng Molina AO IV  Ferdinand Flores AO II  Janne Armie Adriatico ADAS III
	Mindoro ES Governor Evaristo Singson Memorial School Bulala-Paratong ES Vigan National High School West Salindeg Pong-ol Barraca ES Tamag ES	Atty. Kim R. Tagorda AO V  Carlo Jigg Portugal ADA VI  Jayson Domingo ADA VI
April 21, 2026 9:00-5:00 PM	Capangpangan ES San Julian ES Burgos Memorial School East Burgos Memorial School West*	Greatest Yeng Molina AO IV  Ferdinand Flores AO II  Janne Armie Adriatico ADAS III
	Ayusan Paoa ES* Vigan Central School* Pantay IS* Jose Singson ES	Atty. Kim R. Tagorda AO V  Carlo Jigg Portugal ADA VI  Jayson Domingo ADA VI
	Ilocos Sur National High School- Junior High School*	Greatest Yeng Molina AO IV  Ferdinand Flores AO II  Janne Armie Adriatico ADAS III
	Ilocos Sur National High School- Senior High School*	Atty. Kim R. Tagorda AO V  Carlo Jigg Portugal ADA VI  Jayson Domingo ADA VI

**\*Target schools for Regional Audit**



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