



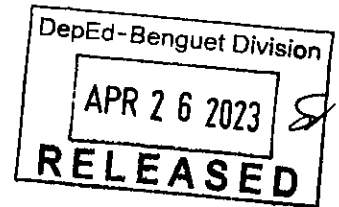
Republic of the Philippines
Department of Education
Schools Division of Benguet

April 24, 2023

DIVISION MEMORANDUM

No. 139 s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD
 Chief Education Supervisor, CID
 District Supervisors/DCPs
 Elementary and Secondary School Principals
 All others Concerned



**CONDUCT OF ONSITE INVENTORY AND VALIDATION OF TEACHING AND
 NON-TEACHING PERSONNEL IN SDO BENGUET**

1. This office, in tandem with the SDO Personnel Section will conduct an onsite inventory and validation of teaching and non-teaching personnel assigned per school to gather the necessary data to ensure equitable distribution of personnel in the Division of Benguet.
2. The participants to this activity shall be all the PSDSs/DCPs, School Heads, AO IIs and ADAS II(SHS).
3. All School Heads are required to update their school staffing program, using the template that can be downloaded in bit.ly/staffingprogram to be ready during the visit and should bring with them the hard copy and soft copy of the school staffing program and a laptop.
4. The schedule for the inventory and validation to be conducted at the District offices shall be as follows:

Date	District	Inventory Team
May 09	Bokod District	SDS
May 10	Kabayan District	MARICEL S. CODIMDIM
May 11	Buguias District	NADIA G. OSSIC
May 12	Mankayan District	
May 15	Bakun District	SDS
May 16	Atok District	MARICEL S. CODIMDIM
May 17	Kibungan District	NADIA G. OSSIC
May 18	Kapangan District	
May 19	Tublay District	
May 22	LaTrinidad District	SDS
May 23	Itogon I District	MARICEL S. CODIMDIM SHELLER D. RAMOS



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Date	District	Inventory Team
May 24	Itogon II District	SDS
May 25	Sablan District	MARICEL S. CODIMDIM
May 26	Tuba District	SHELLER D. RAMOS

5. Travelling Expenses incurred by the SDO Inventory team shall be charged against the Division MOOE; while travelling expenses incurred by the school personnel shall be charged to the schools MOOE or other local funds available subject to the usual budgeting, accounting, and auditing rules and regulations.

6. Immediate and wide dissemination and strict compliance of this Memorandum is requested.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

osds/personnel



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