



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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Office of the Schools Division
 Superintendent

April 22, 2026

OFFICE MEMORANDUM
 NO. **077**, s. 2026

OFFICER-IN-CHARGE OF THE OFFICE OF THE PERSONNEL SECTION

To: **ROMMEL L. GUSTILO**
 Administrative Officer II
 Personnel Section
 This Division

1. In view of the attendance of the HRMO to the Training-Workshop on DepEd Personnel Audit (DPA) in Davao City, you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **April 27 – 30, 2026**.
2. As such, you shall act on matters which are routinary in nature. You shall therefore discharge the following duties and functions inherent to your designation and sign in the following documents, to wit:
 - a. Check and monitor the attendance of the Personnel Section.
 - b. Sign in the routinary documents such as transmittal, endorsements and the following selected documents, to wit;
 - c. Leave Forms, Division Clearance, Certificate of Last Payment (CLP)
 - d. Service Record, Certificate of Employment, DBP Endorsement
 - e. Payrolls, PHILHEALTH, BIR, Provident Loan
 - f. Represent the HRMO to any official function such as meetings and among others.
 - g. Update the HRMO of matters affecting the operations.
3. For information, guidance and compliance.

VIRGILIO P. BATAN, JR., CESO V
 Schools Division Superintendent

For the Schools Division Superintendent

ROSMINDO L. ANCHETA JR.
 Education Program Supervisor - SGOD
 In-Charge of Office

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

05 March 2026

New Schedule of the Training-Workshop on DepEd Personnel Audit (DPA)

In reference to Memorandum **DM-OUHROD-2025-2944** with the subject *Training-Workshop on DepEd Personnel Audit (DPA) FY 2025*, please be informed on the following new schedule:

Participants	Date <i>(Inclusive of travel time)</i>	Venue	Registration Link
Region IV-A, IV-B, V & NCR	March 17 – 19, 2026	Tanza Oasis Hotel and Resort, Cavite	https://bit.ly/Registration_DPA2025_Cluster-II
Region VI, VII, VIII, & NIR	March 25 – 27, 2026	Panorama Summit Hotel, Davao City	https://bit.ly/Registration_DPA2025_Cluster-IV
Region I, II, III, & CAR	April 15 – 17, 2026	Marand Resort, La Union	https://bit.ly/Registration_DPA2025_Cluster-I
Region IX, X, XI, XII, & XIII	April 28 – 30, 2026	Pinnacle Hotel and Suites, Davao City	https://bit.ly/Registration_DPA2025_Cluster-III

Further, the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) will conduct a virtual orientation meeting thru MS Teams link <https://tinyurl.com/DPAFY2026> on **11 March 2026, Wednesday, from 9:00 am onwards**, to present the steps, procedures and data elements of the DPA template.

Should you have immediate clarifications or concerns, you may contact Ms. Reina Joy S. Comabras or Mr. Mark Joseph N. Picones of the BHROD-Personnel Division at 8633-9345 or via email at reina.comabras@deped.gov.ph or mark.picones@deped.gov.ph.


WILFREDO E. CABRAL
Undersecretary

BHROD-PD/RSC



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