



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. 184 s. 2025

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors of Calumpit North and Norzagaray West
Elementary School Principals/OICs of Calumpit North and Norzagaray West
Administrative Officers of Calumpit North and Norzagaray West
All Others Concerned

PERSONNEL AND RECORDS INVENTORY

1. This is to inform the Public Schools District Supervisors of Calumpit North and Norzagaray West that a personnel audit and records inventory shall be conducted on the following dates:

Calumpit North District - April 24, 2025
Norzagaray West District - April 25, 2025

2. This activity aims to audit *warm bodies* to obtain the actual number of personnel, to review HR practices and the implementation of an effective records management system in the district, if said complies with the governing statutory and regulatory provisions and identify areas in need of improvement to align with DepED's Quality Management System.
3. All concerned are requested to prepare the following:
 - a. 201 Files
 - b. Data on the existing number of teachings, related-teaching and non-teaching personnel
 - c. Teaching Assignments
 - d. Report on absences (DTR, Form 7, Draft payrolls)
 - e. Database (if any)
 - f. School Titling Documents
 - g. School Public Records Inventory
 - i. physical files Storage
 - ii. electronic files system
4. Please be guided accordingly.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

April 2, 2025