



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

March 30, 2026

DIVISION MEMORANDUM

No. 157 s. 2026

SUBMISSION OF DEPED PERSONNEL AUDIT (DPA) REPORT FOR F.Y 2025

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Secondary/Elementary Principals/OICs
Administrative Officers/Administrative Assistants
All Others Concerned

1. Pursuant to DepEd Central Office Memorandum **DM-OUHRODI-2025-2944**, titled *“Training Workshop on DepEd Personnel Audit FY 2025,”* this Office hereby directs all Administrative Officers and Administrative Assistants to submit the required data for the Personnel Audit not later than **April 9, 2026**.
2. The Department of Education (DepEd) Personnel Audit (DPA) aims to strengthen human resource (HR) service delivery through faster and more accurate processing of plantilla data, resulting in improved reporting, transparency, and evidence-based decision-making. It also enables real-time monitoring of personnel information to support responsive and accountable HR operations at all governance levels.
3. In view of the foregoing, all Public Schools District Supervisors and School Heads are directed to ensure the submission of a complete and accurate School Personnel Database, which includes:
 - Plantilla Personnel (Regular/Itemized Positions); and
 - Non-Plantilla Personnel (Casual, Job Order [JO], and Contract of Service [COS]-Lgu Funded), as of **March 31, 2026**.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

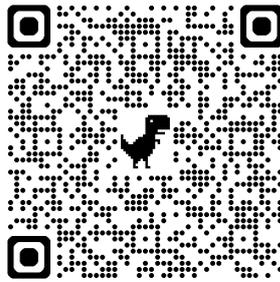
Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph

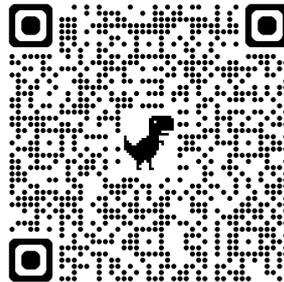


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4. The QR CODE to the downloadable template and instructions on how to accomplish the form is provided below:



5. All accomplished templates shall be uploaded to the designated link below using the prescribed file naming format:
- **DISTRICT_DPA_2025** – for Elementary
 - **SCHOOLNAME_DPA_2025** – for Junior and Senior High School



Note: Separate files must be submitted for JHS and SHS.

6. The Department of Education – SDO Bulacan recognizes its responsibility under Republic Act No. 10173, also known as the Data Privacy Act of 2012, with respect to the data it collects, records, organizes, updates, uses, and consolidates. All personal data obtained from this report shall be stored in the organization's authorized information and communication systems and accessed only by authorized personnel.
7. For information, wide dissemination, and strict compliance.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

HRMO/LBP



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