

Republic of the Philippines

Department of Education REGION VII - CENTRAL VISAYAS Schools Division of Cebu Province

Office of the Schools Division Superintendent

February 20, 2023

DIVISION MEMORANDUM

No. **046** s. 2023

INVENTORY OF PLANTILLA ITEMS IN PREPARATION FOR BEIS VALIDATION

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors / District Caretakers
Elementary and Secondary School Heads
All Other Concerned

- 1. The Office directs all school heads in the Elementary, Junior and Senior High School levels to download the template from google drive using the link: http://bitly.ws/Ajg9 Refer to Enclosure 1 for sample template.
- 2. School heads are directed to accomplish the template offline and submit the accomplished form to the District Office through the Public Schools District Supervisor. The PSDS shall be responsible for the consolidation and final review of data before submission to the Division Office.
- 3. Consolidated File per district shall be submitted to the Human Resource Unit through the following email addresses:
 - NORTH AREA (Liloan, Medellin & Balamban Sub-Offices) rheamae.jumaoas@deped.gov.ph
 - SOUTH AREA (San Fernando, Dalaguete & Badian Sub-Offices) geralen.barro@deped.gov.ph

NOTE: Kindly ensure 100% accuracy of the data submitted and refrain from submitting an unverified report.

- 4. All concerned are advised to follow the instructions provided in the template. Any modification of the template (insertion or deletion of columns or rows) is *PROHIBITED*.
- 5. The inventory of plantilla items shall be used in preparation for the Basic Education Information System (BEIS) for the school year 2022-2023.
- 6. During the BEIS validation, school heads shall utilize the certification as attached and labeled as Enclosure 2.
- 7. Clarifications and concerns shall be coursed through the Human Resource Unit.
- 8. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
- 9. This Memorandum shall serve as AUTHORITY TO TRAVEL.
- 10. Widest dissemination and strict adherence to this Memorandum are highly desired.

MARILYN S. ANDALES EdD, CESO V Schools Division Superintendent

Address: IPHO Bldg., Sudlon, Lahug, Cebu City Telephone Nos.: (032) 255-6405



Republic of the Philippines Department of Education

REGION VII – CENTRAL VISAYAS

Schools Division of Cebu Province

CERTIFICATION

	o certify th	atS		as a total number of _ strict	teaching &	
on-teaching pe	rsonnel as			s of:	•	
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Name	Gender	Date of Birth	Position	ITEM NO.	PLANTILLA (Elem., Kinder, SHS & JHS - specify the name of the plantilla)	exampl
Rhea Jumao- as	Female	01/13/1990	ADAS II	ADAS2-511222- 2016	SHS	
Jane Java	Female	02/29/1992	ADAS III	ADAS3-521311- 2014	Elementary	
Mario Mendoza	Male	11/05/1988	TEACHER I	TCH1-524751- 2015	Colawin NHS	
Done t	his d	ay of	, 2023 in _			
Done t	his d	ay of	, 2023 in _	Summary o j Teac	f No. of Personne her I her II	.1 = = =
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Certified True &	; Correct:			Summary of Teac Teac Teac Mast Mast Princ ADA	f No. of Personne her I her II her III ter Teacher I ter Teacher II tipal I	= = = = = = = = = = = = = = = = = = = =
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Instructions: 1. Please accomplish this in all CAPS.		not make any changes in ti	2. Do not make any changes in the template (eg: odd column, etc)		f OF TEACHING A	AND NON-TEACH	IING PERSONNE	INVENTORY OF TEACHING AND NON-TEACHING PERSONNEL for SY 2022-2023 7. All fields should be filled in.	o.					
SCHOOL STATION (1) (tuesmo body of the personnel	DISTRICE (2)	PLANTILLA ITEM NO. (3)	PLANTILLA LOCATION (4) (Ethen, Uthdov, 5975 in & 1945 plants, specify the plantilla chiefe le belongs)	POSITION TITLE (S)	LAST NAME (6)	FIRST NAME (7)	MIDLLE NAME (8)	NAME EXTENSION (9)	GENDER (10) (PS fernale/127- secto)	BIRTH DATE (11) (mans): deny jesa)	HOME ADDRESS (12)	FIRST DAY OF SERVICE (13) 1 (manife-dep-society)	HRST DAY OF SERVICE (13) LAST PROMOTION DATE (14) jej (නහන්වැල්පෑපයපා) දකුළුවියවර්ණු	CONTACT NO. (15)
TABIONAN INTEGRATED SCHOOL STA. FE NATIONAL HIGH SCHOOL EDELLIN CENTRAL ELEMENTARY SCHOO	SAN FERNANDO I STA, FE MEDELLIN	TCH1-510321-1998 TCH2-515421-2016 TCH1-520324-1998	SAN FERNANDO NHS SHS ELEM	TEACHER I TEACHER II TEACHER I	RAMOS LAQUINTA JAVA	KHARINE KHARINE JANE	LAQUINTA SAMSON JEJE		יי יי מי	06/21/1995 06/21/1995 10/22/1995	C PADILLA ST.,CEBU CITY C. PACILLA ST.,CEBU CITY LAHUG, CEBU CITY	05/21/2020 05/21/2020 11/21/2019		9105361522 9105361522 9115361522

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