



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. 096 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



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CERTIFICATION

This is to certify that _____ has a total number of _____ teaching & non-teaching personnel as listed below. Data generated as of: _____
 School & District

Name	Gender	Date of Birth	Position	ITEM NO.	PLANTILLA (Elem., Kinder, SHS & JHS - specify the name of the plantilla)
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

} examples

Done this _____ day of _____, 2023 in _____.

Summary of No. of Personnel
 Teacher I =
 Teacher II =
 Teacher III =
 Master Teacher I =
 Master Teacher II =
 Principal I =
 ADAS II =
 ADAS III =

Certified True & Correct:

Signature over Printed Name of School Head

Noted by:

Signature over Printed Name of PSDS



