



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

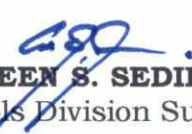
APR 19 2022

MEMORANDUM

PLANTILLA AUDIT

TO: OIC-Assistant Schools Division Superintendent
Public Elementary & Secondary School Principals / OICs
Administrative Officer V
School Administrative Officer II
Ma. Gisella F. Villamayor
Melanio R. San Jose Jr.
John Lord G. Vivo

1. This office will be conducting a Plantilla Audit for Elementary Schools from April 21-27, 2022. Please see the attached schedule.
2. All Schools Administrative Officers II are directed to bring the Personal Services Itemization and Plantilla of Personnel (PSIPOP) and photocopies of the teachers' appointment on the given schedule.
3. For information and strict compliance of all concerned.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent.

Enclosure: As stated
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

AUDIT PERSONNEL

MMP/NAV/ DM-PLANTILLA AUDIT
138 /APRIL 18, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com



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SCHEDULE OF AUDIT

DATE AND TIME	SCHOOL
April 21,2022	
8:00 AM-12:00 NN	Muntilupa Elementary School
	Filinvest Alabang Elementary School
1:00 PM-5:00 PM	Alabang Elementary School
	Buli Elementary School
April 22,2022	
8:00 AM-12:00 NN	Poblacion Elementary School
	Sucat Elementary School Annex Zone 4
1:00 PM-5:00 PM	Itaas Elementary School
	Sucat Elementary School Annex Zone 3
April 25, 2022	
8:00 AM-12:00 NN	Bayanan Elementary School Main
	Bagong Silang Elementary School
1:00 PM-5:00 PM	Lakeview Itegrated School
	Putatan Elementary School
April 26,2022	
8:00 AM-12:00 NN	Cupang Elementary School Main
	Soldiers Hills Elementary School
1:00 PM-5:00 PM	F. de Mesa Elementary School
	Tunasan Elementary School
April 27, 2022	
8:00 AM-12:00 NN	Victoria Homes Elementary School
	Bayanan Elementary School Unit 1
1:00 PM-5:00 PM	Cupang Elementary School Annex
	Sucat Elementary School Main