



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 02 2022

MEMORANDUM

PLANTILLA AUDIT

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

1. This office will be conducting a Plantilla Audit for Elementary Schools from August 3-12, 2022 in LRMDs Office. 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 CESOSA
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
241/AUGUST 1, 2022



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



5851064

SCHEDULE OF AUDIT

DATE AND TIME	SCHOOL
August 3,2022	
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
August 4,2022	
8:00 AM-12:00 NN	Poblacion Elementary School
	Sucac Elementary School Annex Zone 4
1:00 PM-5:00 PM	Itaas Elementary School
	Sucac Elementary School Annex Zone 3
August 5, 2022	
8:00 AM-12:00 NN	Bayanan Elementary School Main
	Bagong Silang Elementary School
1:00 PM-5:00 PM	Lakeview Integrated School
	Putatan Elementary School
August 8,2022	
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
August 9, 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
	Sucac Elementary School Main

DATE AND TIME	SCHOOL
August 10,2022	
8:00 AM-12:00 NN	Muntinlupa National High School
1:00 PM-5:00 PM	Muntinlupa Business High School
	Muntinlupa Business High School Sucat Annex
August 11,2022	
8:00 AM-12:00 NN	Poblacion National High School
1:00 PM-5:00 PM	Cupang Senior High School
August 12,2022	
8:00 AM-12:00 NN	Pedro E. Diaz High School
1:00 PM-5:00 PM	Tunasan National High School