



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 16 2026

**MEMORANDUM**

**CONDUCT OF DIVISION-WIDE TEACHER AUDIT  
FOR SY 2026-2027 PREPARATION**

To : Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. In line with the Schools Division Office's continuing commitment to support teachers and ensure effective implementation of policies on workload distribution, this Office announces the conduct of a **Division-Wide Teacher Audit** in preparation for School Year (SY) 2026-2027. The audit to be conducted in April 2026 shall follow the schedule outlined below.
2. The activity aims to:
  - a. validate teacher plantilla positions and actual deployment;
  - b. review teaching loads and subject assignments;
  - c. ensure alignment of teachers' specialization with assigned subjects;
  - d. check compliance with existing policies on teacher workload distribution;
  - e. identify staffing gaps; and
  - f. provide a basis for teacher deployment and class program preparation
3. A Division Teacher Audit Team is hereby created, which is composed of the following:
  - Assistant Schools Division Superintendent (ASDS) – Team Leader
  - CID Chief – Co-Team Leader
  - SGOD Chief – Member
  - Human Resource Management Officer (HRMO) – Member
  - Planning Officer III- Member
  - Division Engineer- Member
  - Education Program Supervisor – EPP/TLE/TVE - Member
4. The Division Teacher Audit Team shall:
  - a. conduct on-site validation of teacher data in all schools;
  - b. validate the accuracy of School Form 7 (SF7), teachers' workloads, and class programs vis-à-vis Personal Services Itemization and Plantilla of Personnel (PSIPOP);
  - c. review school staffing, workloads, and subject distribution;
  - d. ensure school compliance with existing DepEd policies on teacher loading;
  - e. provide technical assistance to school heads; and
  - f. consolidate findings and submit recommendations to the Office of the Schools Division Superintendent for review and further action.

164

UN-2026-164



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

ALL - APR - 2026 - 0289


164



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. Please see **Enclosure 1-Schedule and Coverage of Teacher Audit** for reference.
6. All School Heads are directed to prepare the following documents for validation before the scheduled audit:
  - Updated list of teachers with plantilla positions (PSIPOP-based)
  - Teachers' specialization and subject assignments
  - Number of classrooms
  - Number of classes organized
  - Number of Instructional and Non-Instructional Classrooms
  - Number of Substandard Classrooms
7. Schools shall organize a **School-Based Teacher Audit Team**, composed of:
  - School Head/Principal/OIC
  - Head Teachers/Master
  - Grade Level Chairs/Coordinators
  - JHS/SHS Focal Person (if applicable)
  - Administrative Officer/HR-in-Charge
8. The School-Based Teacher Audit Team shall:
  - Prepare and organize all required documents for validation;
  - Ensure compliance with DepEd and CSC policies on teacher loading;
  - Provide assistance to the Division Audit Team during the conduct of the audit;
  - Perform other related tasks necessary for the smooth implementation of the activity.
9. The results of the audit shall serve as bases for finalizing class programs, teacher deployment, and other personnel actions for SY 2026-2027.
10. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

Enclosure: none

References: as stated

To be indicated in the Perpetual Index

Under the following subjects:

AUDIT                      TEACHER                      VALIDATION

LAR/DM/Conduct of Division Wide Teacher Audit for SY 2026-2027

164 /April 10, 2026

UN-2026-164

**Schedule and Coverage of Teacher Audit**

<b>Date</b>	<b>Cluster</b>	<b>School</b>	<b>School Head/OIC</b>	<b>Assigned Team</b>
April 21, 2026 8:00 AM – 12:00 PM	Cluster 1	Poblacion National High School	Mr. Reynante H. Espeleta	Division Audit Team
		Tunasan National High School	Mrs. Vilma S. Vilorio	
April 21, 2026 1:00 PM – 5:00 PM	Cluster 2	Cupang Elementary School Main	Ms. Alma O. Bituin	Division Audit Team
		Buli Elementary School	Mrs. Marie Ann R. Esmeria	
		Bagong Silang Elementary School	Mr. Arsenio S. Medenilla	
April 22, 2026 8:00 AM – 12:00 PM	Cluster 3	Victoria Homes Elementary School	Mr. Reynaldo O. Comisario	Division Audit Team
		Tunasan Elementary School	Mrs. Olivia G. Elloso	
		Filinvest Alabang Elementary School	Mrs. Zyra A. Trimidal	
April 22, 2026 1:00 PM – 5:00 PM	Cluster 4	F. De Mesa Elementary School	Ms. Hayde F. Gucor	Division Audit Team
		Putatan Elementary School	Mr. Hilario G. Canasa	
		Soldiers' Hills Elementary School	Dr. Antonio C. Gagala	
April 23, 2026 8:00 AM – 12:00 PM	Cluster 5	Pedro E. Diaz High School	Dr. Antonio B. Rocha	Division Audit Team
		Sucacat Senior High School	Dr. Jay Boy E. Evano	
		Cupang Senior High School	Mr. Jason B. Alvaro	
April 23, 2026 1:00 PM – 5:00 PM	Cluster 6	Cupang Elementary School Annex	Ms. Maricel G. Lumio	Division Audit Team
		Sucacat Elementary School Zone 3 & 4	Ms. Mary Jean Dalugdug	
		Lakeview Integrated School	Mr. Felipe W. Marapao Jr.	
April 28, 2026, 8:00 AM – 12:00 PM	Cluster 7	Muntinlupa National High School	Dr. Rosendo E. Sangalang	Division Audit Team
		Muntinlupa Science High School	Dr. Ador B. Querubin	
April 28, 2026 1:00 PM – 5:00 PM	Cluster 8	Alabang Elementary School	Dr. Raul T. Felix	Division Audit Team
		Bayanan Elementary School-Main	Ms. Jocelyn A. Morales	
		Bayanan Elementary School-Unit 1	Dr. Jane May C. Valbuena	

<b>Date</b>	<b>Cluster</b>	<b>School</b>	<b>School Head/OIC</b>	<b>Assigned Team</b>
April 29, 2026 - 8:00 AM – 12:00 PM	Cluster 9	Muntinlupa Elementary School	Dr. Shella C. Navarro	Division Audit Team
		Itaas Elementary School	Mrs. Maria Hazel B. Hernandez	
		Poblacion Elementary School	Dr. Jennifer S. Joson	
April 29, 2026 1:00 PM – 5:00 PM	Cluster 10	Muntinlupa Business High School Sucat Annex	Ms. Jinky D. Santos	Division Audit Team
		Muntinlupa Business High School Main	Dr. Louie M. Valdez	
		Sucate Elementary School Main	Mr. Edizer S. Laqueo	
April 30, 2026 - 8:00 AM – 5:00 PM	—	Consolidation of Reports	—	All Team Members