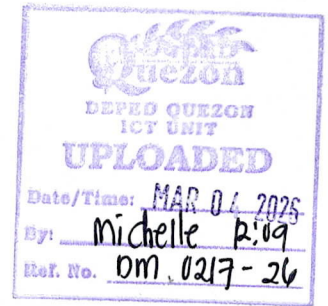




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



27 February 2026

**DIVISION MEMORANDUM**

No. 0217, s. 2026

**REGULAR UPDATING OF PERSONNEL MOVEMENT/ INVENTORY**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 Public Schools District Supervisors  
 Public Secondary School Heads  
 Administrative Officer II  
 All Others Concerned

- Pursuant to DepEd Order No. 22, s. 2013, which mandates the Planning Unit to ensure proper recording of transferred excess items in the Basic Education Information System (BEIS), as well as the movement and deployment of detailed/borrowed personnel, and the processing of data requests from researchers and other stakeholders, all School Heads, through their designated non-teaching staff, are required to regularly update the personnel inventory of their schools via <https://tinyurl.com/PARMonthInventory>, using DepEd email accounts. This inventory is also crucial for analyzing requests for personnel actions, including deployment, transfer, and request for substitute teachers.
- The following schedule shall be observed for updating the personnel inventory:

Data as of	Deadline of Updating
February 28, 2026	March 6, 2026
March 31, 2026	April 7, 2026
April 30, 2026	May 8, 2026
May 31, 2026	June 5, 2026
June 30, 2026	July 6, 2026
July 31, 2026	August 7, 2026

DEPEDQUEZON-TM-SDS-04-009-003



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Data as of	Deadline of Updating
August 31, 2026	September 7, 2026
September 30, 2026	October 7, 2026
October 31, 2026	November 6, 2026
November 30, 2026	December 4, 2026
December 31, 2026	January 8, 2027

3. Instructions for filling out the personnel inventory table are provided in the second worksheet of the Google Sheet for reference.
4. Regardless of whether there are updates, the concerned School Head or designated personnel must confirm submission by recording their name and the date of the last update.
5. The Planning Officer shall download the updated data at 5:00 p.m. on each deadline.
6. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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