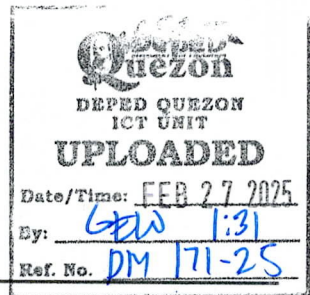




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 February 2025

DIVISION MEMORANDUM
 DM No. 171, s. 2025

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

1. Pursuant to DepEd Order No. 22, s. 2013, which mandates the Planning Unit to ensure the proper recording of transferred excess items to the Basic Education Information System (BEIS), the movement and deployment of detailed/borrowed personnel, and requests for data 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 the following link: <https://tinyurl.com/PARMonthInventory>, using DepEd email accounts.
2. The following schedule shall be followed:

Data as of	Deadline of Updating
February 28, 2025	March 7, 2025
March 31, 2025	April 7, 2025
April 30, 2025	May 7, 2025
May 31, 2025	June 6, 2025
June 30, 2025	July 7, 2025
July 31, 2025	August 7, 2025
August 31, 2025	September 8, 2025
September 30, 2025	October 7, 2025
October 31, 2025	November 7, 2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
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Data as of	Deadline of Updating
November 30, 2025	December 5, 2025
December 31, 2025	January 7, 2026

3. Instructions for filling out the personnel inventory table are available in the second worksheet of the Google Sheet for reference.
4. Regardless of whether there are updates or not, the concerned School Head or designated personnel must confirm submission by entering 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

Parmjdf02/26/2025

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