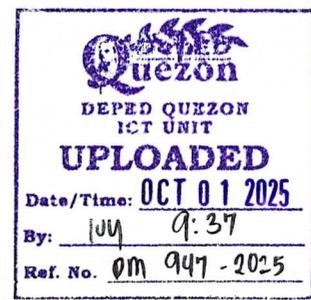




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 September 2025

**DIVISION MEMORANDUM**

DM No. 947, s. 2025

**REITERATION OF DIVISION MEMORANDUM NO. 171, S. 2025 - REGULAR UPDATING OF PERSONNEL MOVEMENT / INVENTORY**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to **Division Memorandum No. 171, s. 2025**, which mandates the **regular updating of the Personnel Movement/Inventory** through the designated online system, this Office reiterates the importance of timely and accurate submission of data by all schools.
2. The updated personnel inventory shall continue to serve as the official basis of Top Management in making informed decisions particularly on:
  - a) recording of transferred and borrowed personnel;
  - b) requests for additional non-teaching staff; and
  - c) **decision making for overload payment of teachers under the ARAL Program**, to ensure that payments are grounded on validated teacher workload data.
3. The prescribed schedule of updating remains in effect. All concerned 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.
4. **Regardless of whether there are updates or not**, the concerned School Head or designated personnel **must confirm updated inventory by entering their name and the date of the last update** in the last columns of the inventory sheet.
5. Strict compliance with this directive is expected to facilitate timely decision-making, efficient allocation of resources, and proper implementation of programs in support of learners.

DEPEDQUEZON-TM-SDS-04-009-003



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6. Please see the attached DM No. 171, s.2025 for reference.
7. For the information and guidance of all concerned.

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

*parsop09/28/2025*

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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

- 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.
- 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

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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

Parmjd/02/26/2025

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