



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

SEP 13 2021

OFFICE MEMORANDUM
NO. 24 S. 2021

TO: **ALL CONCERNED PERSONNEL**
This SDO

FROM: **MA LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

SUBJECT: **CONDUCT OF REGULAR SPOT PERSONNEL AUDIT AND
ATTENDANCE MONITORING**

DATE: **SEPTEMBER 8, 2021**

1. Pursuant to Office Memorandum No. 21 s. 2021 and as part of the monitoring and evaluating the records relative to attendance and whereabouts of SDO personnel during office hours, this office shall conduct Spot Personnel Audit. Although unannounced and unscheduled, the audit shall be conducted on a regular basis. The result of said activity shall form part in the record and rating of employees as well as basis for policy direction.

2. An SDO Personnel Audit Team shall be established which shall be composed of the following:

Leader:	Helen E. Tangon
Assistant Leader:	Jun Leonard U. Romarate
Members:	Wilson H. Inding Anita D. Subebe Edwin O. Curam
Monitors:	As may be called and assigned for the task

3. The Team is expected to perform the following responsibilities:

- Check the attendance and whereabouts of personnel;
- Request those present to sign the attendance sheet;
- Indicate in the remarks whether employee is availing the AWA;
- Contact those on WFH and verify whether communication is open;
- Submit report and its recommendation to the OSDS, the O/IPCRF Approver concerned, QMS Internal Quality Audit, and the Records Unit after every audit; and
- Perform such other functions as may be necessary.

4. Henceforth, those opting WFH must register in the link, keep communication lines open and going out of the office premises must be duly approved by the immediate supervisor to avoid unnecessary inconvenience and/or possible sanction.

5. The Records Officer is directed to furnish all offices/units a copy of this memorandum.

6. Immediate dissemination of this memorandum is mandated.