



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025-031

11 MAR 2025

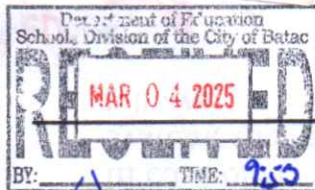
PROFILING OF NON-TEACHING PERSONNEL OF SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Head
All Others Concerned

1. Pursuant to the Regional Memorandum No. 329, s. 2025, the Department of Education (DepEd) through the Human Resource Development Division (HRDD), is conducting Profiling of Non-Teaching Personnel from Regional Office and Schools Division Office.
2. The profiling activity is based on the following objectives:
 - a. gather updates personnel data from the Non-Teaching Personnel from Regional Office and Schools Division Offices; and
 - b. gather inputs for the planning and designing of programs and activities for non-teaching personnel.
3. Anent this, all Non-Teaching Personnel from Schools Division Office including the Division Chiefs down to the rank-and-file personnel including CTIs, CoS, and JOs are requested to accomplish the profiling form that can be accessed through: <https://tinyurl.com/ProfilingSDO>. The link shall be open until March 15, 2025.
4. All information gathered will be dealt with utmost confidentiality and in consonance with the Republic Act 10173 – Data Privacy Act of 2012.
5. Immediate dissemination of this Memorandum is desired.

ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/mlpd/DM-ProfilingOfSDOPersonnel
2503786/March 7, 2025



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 7201 s. 2025

PROFILING OF NON-TEACHING PERSONNEL FROM REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES

To: Schools Division Superintendents

1. This Office, through the Human Resource Development Division (HRDD), is conducting the **Profiling of Non-Teaching Personnel from Regional Office and Schools Division Offices**.

2. The profiling activity is based on the following objectives:

- Gather updated personnel data from the Non-Teaching Personnel from Regional Office and Schools Division Offices; and
- Gather inputs for the planning and designing of programs and activities for non-teaching personnel.

3. Anent this, all Non-Teaching Personnel from Regional Office and Schools Division Offices including the Division Chiefs down to the rank-and-file personnel including the CTIs, CoS, and JOs are requested to accomplish the profiling form that can be accessed through: <https://forms.gle/dPkGLF1EBZDxwHFi6>. The link shall be open until March 15, 2025.

4. The HRDD EPS II and SEPS/EPS II of HRDS are requested to monitor the compliance of personnel to this memorandum.

5. All information gathered will be dealt with utmost confidentiality and in consonance with the Republic Act 10173 - Data Privacy Act of 2012.

6. For questions, please call the Human Resource Development Division through telephone number (072) 682-23-24 or email at hrdd.region1@deped.gov.ph.

7. For wide dissemination and immediate compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: None

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

PROFILES

NON-TEACHING PERSONNEL

HRDD/jmv/RM_ProfileNTPs
March 3, 2025



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