



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division Superintendent

February 17, 2025

DIVISION MEMORANDUM
No. III s. 2025

ACCOMPLISHMENT OF THE PROFILING TOOL FOR TEACHERS-IN-CHARGE AND OFFICERS-IN-CHARGE

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
Teacher-in-Charge
Officers-in-Charge
All Others concerned

1. Attached is Regional Memorandum No. 0164 s. 2025 and Memorandum DM-OUHROD-2025-0379 on the **Accomplishment of the Profiling Tool for Teachers -in-Charge and Officers-in-Charge**, contents of which are self-explanatory, for information and guidance of all concerned.
2. In relation to this, all TICs and OICs are directed to accomplish the Tool on Profiling TICs and OICs through google forms accessible at <https://bit.ly/25ProfilingToolProspectiveSPs>.
3. Immediate and wide dissemination of this Memorandum is desired.


FAY C. LUAREZ PhD-TM, EdD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0164** s. 2025

14 FEB 2025

ACCOMPLISHMENT OF THE PROFILING TOOL FOR TEACHERS-IN-CHARGE AND OFFICERS-IN-CHARGE

To: Schools Division Superintendents
Elementary and Secondary School Heads
Teachers-in-Charge
Officers-in-Charge
All Others Concerned

1. This Office is hereby disseminating the enclosed Memorandum DM-OUHROD-2025-0379 titled "Accomplishment of the Profiling Tool for Teachers-in-Charge and Officers-in-Charge", which seeks to profile all Teachers, Master Teachers, and other DepEd personnel currently assigned as Teacher-in-Charge (TICs) or Officer-in-Charge (OIC) in public schools and to gather initial data on their qualifications and eligibility.
2. Concerning this, all TICs and OICs are directed to accomplish the Tool on Profiling TICs and OICs through Google Forms accessible at <https://bit.ly/25ProfilingToolProspectiveSPs>.
3. For more details, kindly refer to the attached communication;
4. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

STJ/FYA/ASD/IFC/arc



DepEd Tayo Region VII



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 0379

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION OFFICES
ELEMENTARY AND SECONDARY SCHOOL HEADS

ATTENTION : TEACHERS-IN-CHARGE
OFFICERS-IN-CHARGE

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : ACCOMPLISHMENT OF THE PROFILING TOOL FOR
TEACHERS-IN-CHARGE AND OFFICERS-IN-CHARGE

DATE : 13 February 2025

In line with the ongoing efforts of the Department of Education (DepEd) to address the shortage of school principal items, DepEd through the Bureau of Human Resource and Organizational Development (BHROD) seeks to profile all **Teachers, Master Teachers, and other DepEd personnel currently assigned as Teacher-in-Charge (TICs) or Officer-in-Charge (OIC)** in public schools and to gather initial data on their qualifications and eligibility. This information will give an approximation of the number of prospective school principals and inform the decision-making process of the Department relative to policy directions and program development for school heads.

In this light, all TICs and OICs are directed to accomplish the Tool on Profiling TICs and OICs through **Google Forms** accessible at <https://bit.ly/25ProfilingToolProspectiveSPs>. The tool is designed to collect data on their current designation, school assignment, qualifications, National Qualifying Examination for School Heads (NQESH) eligibility, among many others.

For concerns or queries, please contact the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) through this landline number **(02) 8470-6630** or email at bhrod.hrdd@deped.gov.ph.

For your immediate compliance and dissemination.

Copy Furnished: Office of the Secretary



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