

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

No. 299, s. 2025

TO : Schools Division Superintendents

FROM : **JOCELYN DR ANDAYA**
Regional Director, NCR
Concurrent Officer-In-Charge, Office of
the Assistant Secretary for Operations

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

DATE : March 7, 2025

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-0379 dated February 7, 2025, relative to the above captioned profiling tool, for information and guidance of all concerned.

2. For immediate dissemination and compliance.



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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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