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Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
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RELEASED
 Division of Catanduanes
 RECORDS SECTION
 Date: JAN 19 2017
 Time: 3:40 P.M.
 Initial/Signature: [Signature]

Division Memorandum
 No. 12, s. 2017

To : **Public Schools District Supervisors
 Elementary and Secondary School Heads**

From : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

Subject : **Submission of Teacher/ School Heads &
 Non- Teaching Personnel Profile**

Date : **January 19, 2017**

1. Please be informed that one of the strategies to efficiently and effectively implement and manage systems and services in our division is by providing technical assistance to our human resources.
2. With this, profiling of schools' division personnel, schools and learning centers is the initial step to gather information about our human resource and by this, we could assess our people and we can give the appropriate technical assistance to them.
3. Relative to this, all teachers, school heads and non- teaching personnel are advised to accomplish the said tool attached to this memorandum and submit those (by district in the elementary and by school in the secondary) directly to the **Human Resource Development Unit on or before January 27, 2017.**
4. For your information guidance and compliance.

[Handwritten mark]

TEACHERS / SCHOOL HEADS/NON- TEACHING PERSONNEL PROFILE

1. Family Name

Firstname

Middle Name

Extension

2. Gender

Male Female

3. Civil Status

Single Married
Annulled Separated
Divorce

4. Date of Birth

mm dd yyyy

5. Place of Birth

St./barangay/ Municipality/ City/ Province

7. Employee No.

6. Permanent Address

St./barangay/ Municipality/ City/ Province

8. School Name

9. School Address

10. School I. D. No.

11. Region

12. Division

13. District

15. Type of School

a. Elementary	Public	Private	Central	14. Contact Nos. mobile email Fax
	Monograde	SPED	Non-Central	
	Multigrade	Regular	Extension	
b. Secondary	General	SPED	Main	16. First Day of Service as permanent in the govt mm/dd/year
	Special Science	Regular	Tech- Voc	
		Extension		

17. Subject Area/ Work of Concentration

Elem.	English	Math	Science	Filipino	Aral Pan	others
Sec.	English	Math	Science	Filipino	Aral Pan	others
School Heads & Non-Teaching PIs Specify						

18. EDUCATIONAL ATTAINMENT

DEGREE	MAJOR	SCHOOL	Year Graduated	Units Acquired	Honors Received
Baccalaureate					
Master's					
Doctoral					

19. Other Qualifications

