



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM		Date: 2/14/25	Release (Records):
To: <input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads		
<input type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others:		
For: <input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination		
<input checked="" type="checkbox"/> Guidance	<input checked="" type="checkbox"/> Strict Compliance		
<b>ORLANDO E. MANUEL PhD., CESO V</b> Schools Division Superintendent			Signature: <i>[Signature]</i>
By: <input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SCOD Chief	<input type="checkbox"/> AO <input type="checkbox"/> Atty

MEMORANDUM

DM-OUHROD-2025-0379

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

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

FROM : *[Signature]*  
**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](mailto:bhrod.hrdd@deped.gov.ph).

**For your immediate compliance and dissemination.**

Copy Furnished: Office of the Secretary



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