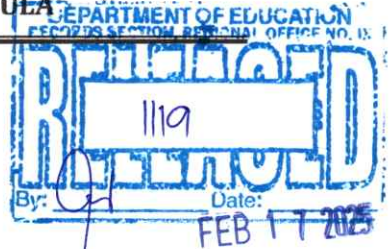




Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



ADVISORY NO. 056, S. 2025
February 14, 2025

*In compliance with DepEd Order No. 8, s. 2013
 this Advisory is issued not for endorsement per DO 28, s. 2001 but only for the
 information of DepEd officials, personnel/staff, and the concerned public.
 (Visit www.deped.gov.ph)*

**ACCOMPLISHMENT OF THE PROFILING TOOL FOR
 TEACHER-IN-CHARGE AND OFFICER-IN-CHARGE**

Please find attached MEMORANDUM DM-OUHROD-2025-0379 regarding the
 subject mentioned above, for your information and compliance.

Thank you.

HRDD/MRA/jmp/RA
 No. ____/February 14, 2025

Digitally signed by Elejorde Gregorio
 Cyrus Ricafort
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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