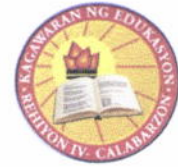




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



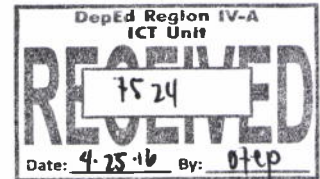
## REGIONAL MEMORANDUM

No. 116 s. 2016

0005749

**T O : ALL SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : DIOSDADO M. SAN ANTONIO**  
Director IV



**SUBJECT : PROFILE OF TEACHING AND NON-TEACHING PERSONNEL**

**DATE : April 22, 2016**

This is to respectfully return the submitted updated profile of teaching and non-teaching personnel for correction.

Please take note of the following:

1. The names must be **ALL CAPS** with no special character such as period, ñ, etc.
2. Type the complete middle name. No initials are allowed.
3. BP number has 10 digits
4. Pag-IBIG and PhilHealth numbers have 12 digits
5. TIN has 9 digits with no dash or other characters
6. Names of Dependents must also be indicated with their date of birth
7. In the column for birthday, use the slash sign (/) **not** the dash sign (-)

Attached also is the list of schools without report on profile updating.

Deadline for submission of corrected profile shall be on **May 15, 2016**.

For strict compliance.

