



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



HRDD-RM-2025-103

14 February 2025

**Regional Memorandum**  
No. 103 s. 2025

## ACCOMPLISHMENT OF THE PROFILING TOOL FOR TEACHERS-IN-CHARGE AND OFFICERS-IN-CHARGE

To: **Schools Division Superintendents**

1. Enclosed is DM-OUHROD-2025-0379 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development regarding the **accomplishment of the profiling tool for Teachers-in-Charge (TICs) and Officers-in-Charge (OICs)** in schools.
2. All TICs and OICs of public schools are directed to accomplish the Profiling Tool through **[bit.ly/25ProfilingToolProspectiveSPs](https://bit.ly/25ProfilingToolProspectiveSPs)**. The initial data on their qualifications and eligibility will give an approximation of the prospective school principals and inform the Department's decision-making process relative to policy directions and program development for school heads.
3. For concerns or queries, please contact the Human Resource and Organizational Development-Human Resource Development Division through landline number (02) 8470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)
4. Immediate dissemination of and compliance with this Memorandum is desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

06/ROH5/ROH1



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# 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](mailto:bhrod.hrdd@deped.gov.ph).

**For your immediate compliance and dissemination.**

*Copy Furnished: Office of the Secretary*