



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

13 Aug 2026

DIVISION MEMORANDUM

No. 316, s. 2026

PROFILING OF HEAD TEACHERS IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary and Secondary School Principals
All Others Concerned

1. To ensure the availability, accuracy, and currency of information regarding the qualifications, professional background, and current assignments of Head Teachers, the Schools Division Office of Angeles City shall undertake the **Profiling of Head Teachers** in public elementary and secondary schools.

2. The profiling activity aims to establish and maintain a comprehensive and reliable database of Head Teachers that will serve as a reference in human resource planning, leadership development, personnel deployment, succession planning, capacity-building initiatives, and other personnel-related programs and services of the Division.

3. The activity shall cover all **Head Teachers from Head Teacher I to Head Teacher VI** currently assigned to public elementary and secondary schools under the Schools Division Office of Angeles City.

4. All concerned Head Teachers are hereby directed to accomplish the Online Profiling Form completely and accurately on or before **August 18, 2026**, through the following link:

Online Profiling Form:

<https://forms.cloud.microsoft/r/JB90zTLJSD>



5. School Heads are requested to ensure and monitor the timely completion of the profiling form by all concerned Head Teachers within their respective schools. The accuracy and completeness of the information submitted shall be the responsibility of the concerned Head Teacher.

6. All information collected shall be treated with strict confidentiality and shall be processed in accordance with the provisions of the **Data Privacy Act of 2012 (Republic Act No. 10173)** and other existing DepEd policies on data privacy and records management.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

7. For strict compliance and appropriate dissemination.



Digitally signed by
Edgard C.
Domingo
Date: 2026.08.13
13:28:57 +08'00'

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

HEAD TEACHERS	PERSONNEL
PROFILING	DATA BASE

NMM/EPS II- HRD/August 13, 2026