



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

13 Aug 2026

DIVISION MEMORANDUM

No. 317 , s. 2026

**PROFILING OF TEACHING AND NON-TEACHING PERSONNEL AGED 57 YEARS OLD
AND ABOVE IN SCHOOL AND OFFICES**

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

1. In line with the Schools Division Office's continuing efforts to maintain an updated, accurate, and comprehensive personnel database and to support evidence-based workforce and human resource planning, all schools and offices are hereby directed to undertake the profiling of **teaching and non-teaching personnel aged fifty-seven (57) years old and above**.

2. The profiling activity aims to generate current and reliable personnel information that may serve as a reference for workforce planning, personnel management, succession planning, retirement forecasting, and the development of appropriate human resource interventions and programs of the Schools Division Office.

3. The profiling shall cover all permanent, contractual, casual, and other personnel, both teaching and non-teaching, who are fifty-seven (57) years old and above as of the issuance of this Memorandum.

4. All concerned personnel shall accomplish the Online Profiling Form completely, accurately, and truthfully through the following link:

Online Profiling Form:

<https://forms.cloud.microsoft/r/kpmH5Arz9r>



5. All School Heads and Unit Heads shall ensure and monitor the timely completion of the profiling form by all concerned personnel under their respective supervision **on or before August 18, 2026**.

6. The information gathered through this profiling activity shall be treated with appropriate confidentiality in accordance with **Data Privacy Act of 2012 (Republic Act No. 10173)** and shall be used solely for legitimate personnel management, workforce planning, and other official purposes of the Schools Division Office, consistent with existing laws, policies, and regulations on data privacy and records management.



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7. Immediate and wide dissemination of this Memorandum and strict compliance are hereby enjoined.



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

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

PERSONNEL NON-TEACHING PERSONNEL

PROFILING

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