



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

January 19, 2023

**DIVISIONAL MEMORANDUM**

No. 023, s. 2023

**COMPETENCY PROFILING OF THE DIVISION OFFICE -BASED  
AND SCHOOL-BASED TEACHING-RELATED AND NON-TEACHING  
PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Administrative Officers V (Admin. Services and Budget)  
Public Elementary and Secondary School Heads/Department Heads  
Concerned Personnel  
This Division

1. To identify the development needs of the division office-based and school-based teaching-related and non-teaching personnel and set the necessary interventions for employee development, this Office informs all concerned personnel to complete the link for the division competency profiling of the above-mentioned personnel on or before January 31, 2023, as follows:

Salary Grade (SG) of Personnel	Link
Below SG 18	<a href="https://forms.office.com/r/yU93MaiQa2">https://forms.office.com/r/yU93MaiQa2</a>
SG 18 and above	<a href="https://forms.office.com/r/JxY4016XU0">https://forms.office.com/r/JxY4016XU0</a>

2. The following personnel are requested to complete the link, namely: Education Program Supervisors, Public Schools District Supervisors, Medical Officer III, Attorney III, Accountant III, Engineer III, Planning Officer III, Senior Education Program Specialists, Education Program Specialists, Dentists, Nurses, Project Development Officers, Administrative Officers V (Admin. Services and Budget), Administrative Officer IV (Cash, Records, Personnel and Supply), Information Technology Officer, Elementary and Secondary School Heads and Department Heads, Guidance Counselors, Guidance Coordinator, Librarian, Registrar, Administrative Officers, Administrative Assistants, Administrative Aides, Security Guards and Watchmen.

3. The completion of teaching-related and non-teaching personnel of the Division Competency Profile is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) as stipulated in Divisional Memorandum No. 111-B, s. 2018, that there is no discrimination on account of age, gender,



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sexual orientation, civil status, disability, religion, political affiliation, among others.

4. Queries regarding this matter may be channeled to Mary Joy G. Doromal, SEPS-HRD and Jeanelei L. Carolino, EPS-II (HRD).

5. Immediate dissemination of this Memorandum to all concerned is highly enjoined.

**JEAN G. VELOSO**  
Schools Division Superintendent

Encl.: None  
To be indicated in the Perpetual Index  
under the following subjects:

**COMPETENCIES  
PROFILING**

**NON-TEACHING PERSONNEL  
TEACHING-RELATED PERSONNEL**

SBC/DM Competency Profiling of Division Office-Based and School-Based Teaching  
Related and Non-Teaching Personnel  
\_\_\_/January 19, 2023



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