



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

January 9, 2025

DIVISIONAL MEMORANDUM

No. 013, s. 2025

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

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

1. In reference to **DepEd Order No. 2, s. 2015**, or the Guidelines on the Establishment and Implementation of the Results-based Performance Management System (RPMS) in the Department of Education, this Office informs all division office and school-based non-teaching and teaching-related personnel to complete the link for the division competency profiling of personnel on or before January 31, 2025, as follows:

Salary Grade (SG) of Personnel	Link
Below SG 18	https://forms.office.com/r/yU93MaiQa2
SG 18 and above	https://forms.office.com/r/JxY4016XUO

2. The competency profiling of personnel guides in the identification of the development needs of the division office-based and school-based teaching-related and non-teaching personnel and helps set the necessary interventions for employee development.

3. The following personnel are requested to compete the link:

Office / Station	Personnel
Curriculum Implementation Division (CID)	Chief Education Supervisor Public Schools District Supervisor Education Program Supervisor Education Program Specialists



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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	Librarian II Project Development Officer II
School Governance and Operations Division (SGOD)	OIC, Chief Education Supervisor Engineer III Technical Assistant III Planning Officer III Dentist II Nurse II Senior Education Program Specialists Education Program Specialists Project Development Officers
Office of the Schools Division Superintendent (OSDS)	Accountant III Administrative Officers V (Budget / Admin. Services) Administrative Officers IV (Cash, Personnel, Records, and Supply) Administrative Officers II Information Technology Officer I Administrative Assistants Administrative Aides
School-Based Teaching-Related and Non-Teaching Personnel	Elementary and Secondary School Heads and Department Heads Administrative Officers Administrative Assistants Administrative Aides Guidance Counselors Guidance Coordinators Librarian Registrar Security Guards Watchmen and other Non-Teaching Personnel

4. The completion of teaching-related and non-teaching personnel on 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, sexual orientation, civil status, disability, religion, political affiliation, among others.



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5. Queries regarding this matter may be channeled to Mary Joy G. Doromal, SEPS-HRD and Jeanelei L. Carolino, EPS II-HRD.
6. Immediate dissemination of this Memorandum to all concerned is highly enjoined.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent


Pp: **IMELDA D. PONGASE, EdD**
Education Program Supervisor, MAPEH

Encl: None
Reference: DepEd Order No. 2, s. 2015
To be indicated in the Perpetual Index under the following subjects:

**COMPETENCIES
PROFILING**

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

JAG/DM Competency Profiling of the Division Office-Based and School-Based Teaching-Related and Non-Teaching Personnel

___/January 09, 2025



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