



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

April 27, 2023

DIVISION MEMORANDUM
No. 114 s. 2023

**SUBMISSION OF PERSONNEL PROFILE DATA OF TEACHING AND
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

1. The Office directs all School Heads to submit a complete list of teaching and non-teaching personnel in their respective schools (including newly-hired) thru the Public Schools District Supervisors (PSDS) for consolidation.
2. Public Schools District Supervisors shall accomplish the template in the google drive using this link: <https://tinyurl.com/34acf7ub>.
3. The template has four (4) sheets – Elementary, JHS, SHS and Non-Teaching. The profile of each personnel shall be encoded by level. Non-teaching personnel temporarily assigned to another office/detailed in the division office, shall be included in the district roster.
4. **Deadline of submission is on April 28, 2023, end of regular working hours.** Late submission of report is highly DISCOURAGED. The same shall be forwarded to Regional Office VII not later than May 2, 2023.
5. Public Schools District Supervisors are enjoined to ensure complete submission on or before the deadline, otherwise, shall be held accountable.
6. Widest dissemination and strict adherence of this Memorandum is highly desired.

SENEN PRISCILO P. PAULIN CESO V
Schools Division Superintendent

