



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

Office of the Schools Division Superintendent

16 November 2023



DIVISION MEMORANDUM

No. 483, s. 2023

**DIVISION BASIC PROFILE OF SCHOOL HEADS AND LR FOCAL
PERSONS IN SCHOOLS AND DISTRICTS/MUNICIPALITIES**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Other Concerned

1. In view of the preparations of the Division capability-building plan for learning resources management, the Learning Resources Management Section is conducting a basic profiling survey of all incumbent School Heads and school, district, and municipal LR Focal persons throughout the entire Division.
2. Concern respondents are requested to provide information using the attached template. The district LR focal for Elementary and the municipal LR focal for Secondary shall be responsible for gathering the data needed.
3. All survey reports shall be submitted to the LRMS section on November 24, 2023. An online platform will be provided for the soft copies of the report.
4. Immediate dissemination and strict compliance of the content of this Memorandum is enjoined.


FAY C. LUAREZ, EdD, PhD-TM, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge 



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Updated Basic Profile of School Heads Survey (Elementary)

No	District/ Municipality & Name of PSDS	Name of School	SBM Level	School Head	Official Designation	No. Years as SH	Highest Educational Attainment	Special Training/ Specialization	Total Number of Teachers

Informant: _____ Verified by: _____

Signature Over Printed Name

Signature Over Printed Name

Updated Basic Profile of School Heads Survey (Secondary)

No	District/ Municipality & Name of PSDS	Name of School	SBM Level	School Head	Official Designation	No. Years as SH	Highest Educational Attainment	Special Training/ Specialization	Total Number of Teachers

Informant:

Verified by:

Signature Over Printed Name

Signature Over Printed Name

Updated List LR School Focal Persons and District/Municipal Focal Persons

No	District/ Municipality	Name of School	Elementary/ Secondary	Name of LR Focal			Official Designation	Years in the Service	No. of LR Trainings Attended	Remarks
				Surname	First Name	MI				

Informant: _____

Verified by: _____

Signature Over Printed Name

Signature Over Printed Name