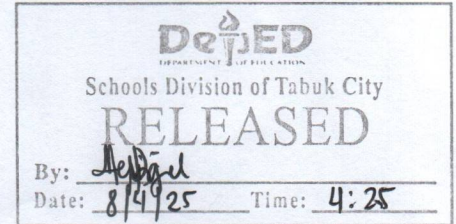




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

4 August 2025

DIVISION MEMORANDUM
No. 323 s. 2025

TO : **Assistant Schools Division Superintendent**
SGOD Chief and CID Chief
All District Supervisors and Education Program Supervisors
All School Heads and Teachers
All Others Concerned

COMPETENCY PROFILING OF SDO PERSONNEL

1. In line with the Department of Education's steadfast commitment to strengthen its human resource systems and ensure the continuous professional growth of its workforce, this Office shall spearhead the conduct of a **Comprehensive Competency Profiling** for all **teaching, teaching-related, and non-teaching personnel** across all governance levels within the Division. This initiative is a critical component of DepEd's strategic human resource development agenda, designed to generate an accurate and evidence-based profile of personnel competencies.

2. The primary objective of this activity is to assess the current skillsets, knowledge, and behavioral attributes of employees against the established competency standards for their respective positions. Through this process, the Division shall be able to:

- a) Identify individual and organizational strengths and development gaps;
- b) Design targeted learning and development interventions based on actual competency needs;
- c) Support talent management, succession planning, and career progression initiatives; and
- d) Promote a culture of excellence, innovation, and continuous improvement within the organization.

3. All concerned personnel are hereby requested to accomplish the competency profiling form through the link or the QR Code provided below:

a. for Non-teaching personnel (for SG 1-17)

<https://tinyurl.com/CompetencyProfileNTP18andbelow>



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

b. for School Heads (TICs, Principals, ASP, Department Heads, Head Teachers) and all other SDO Personnel SG 18 and above:

<https://tinyurl.com/CompetencyProfilingSHs2025>



c. for Teachers 1-3, SPET 1 and 2, SST 1 and 2:

<https://tinyurl.com/CompProfileProfTeachers24-25>



d. for Master Teachers 1-3: <https://tinyurl.com/CompProfileHighlyProf24-25>



4. The abovementioned personnel shall accomplish the Competency Profiling on or before August 8, 2025.

5. For more queries and clarification please get in touch with the SGOD-HRTD thru Ms. Harriet C. Buslig, SEPS with her contact number: 09094429566 and email address: harriet.buslig@deped.gov.ph or thru Shamgar Louie N. Candelario, EPS II with his contact number: 09568334594 and email address: shamgarlouie.candelario@deped.gov.ph.

4. Immediate and widest dissemination of this Memorandum is desired.



BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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