



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF ESCALANTE CITY



March 9, 2026

DIVISION MEMORANDUM

No. 124, s. 2026

**ACCOMPLISHMENT OF THE DATA GATHERING TOOL
 FOR TEACHER PROFILING 2026**

To: OIC- Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads/TICs
 All Others Concerned

1. In pursuit of strengthening evidence-based human resource management and ensuring that the Schools Division Office maintains an updated database of teachers' professional profiles, this Office directs all public schools to accomplish the Data Gathering Tool for Teacher Profiling 2026. The teacher profiling initiative aims to consolidate relevant information on teachers' professional qualifications, competencies, trainings, and other pertinent data that will support strategic human resource planning, capacity development programs, and policy implementation at the division level.
2. This initiative is aligned with the Department's thrust toward data-driven decision-making and effective human resource management as articulated in **DepEd Order No. 11, s. 2019** and supports the institutionalization of data systems consistent with **DepEd Order No. 44, s. 2015** (*Guidelines on the Enhanced Basic Education Information System*) which promotes accurate and reliable data for planning, monitoring, and evaluation.
3. This activity aims to:
 - a. Establish an updated and comprehensive database of teachers' professional profiles including qualifications, specialization, training history, and career progression within the division.
 - b. Provide baseline information for Human Resource Development planning, including capacity-building programs, professional learning opportunities, and strategic deployment of teachers.
 - c. Support evidence-based decision-making in relation to recruitment, promotion, performance management, and other personnel-related processes in the Schools Division Office.
4. This memorandum covers all permanent teachers in public elementary and secondary schools within the Schools Division. All concerned teachers are required to accomplish the prescribed Data Gathering Tool completely and accurately.
5. School Heads shall ensure the proper dissemination of this memorandum and shall supervise the accomplishment of the tool by teachers in their respective schools. They are also tasked to review and validate the submitted information prior to endorsement to the Schools Division Office.



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6. The Human Resource Development Section (HRDS) shall consolidate, review, and manage the collected data and maintain an updated database that will serve as reference for division planning, policy formulation, and program implementation.
7. The **Data Gathering Tool for Teacher Profiling 2026** will be **shared through the Official HRDS Group Chat**.
8. All accomplished Data Gathering Tools shall be submitted to the Human Resource Development Unit through this link https://bit.ly/DGT2026_HRDS on or before **March 20, 2026**.
9. Immediate dissemination of and compliance with this Memorandum are desired.


PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference: *As stated*

Enclosure: *None*

Allotment: *Division Order No. 1, s. 2019*

To be indicated in the Perpetual Index under the following subjects:

TEACHERS PROFILING DATA MANAGEMENT HUMAN RESOURCE DEVELOPMENT

March 9, 2026 | Rebutada



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