



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 461, s. 2014

To : District Heads/School Heads
Public Elementary and Secondary Schools

From :  **ISAGANI S. DELA CRUZ, CESO V**
Schools Division Superintendent

Subject : SUBMISSION OF **DEPEDSAR EMPLOYEES PROFILING TOOL**
BOTH ELEMENTARY AND SECONDARY SCHOOLS

Date : December 23, 2014

1. Pursuant to Region Memorandum No. 302 s.2014 dated December 11, 2014 signed by **Dr. Allan G. Farnazo**, Regional Director RXII, re: submission of teaching Item Profile, the Planning and Research Section will conduct a division personnel profiling update and auditing even for minor changes on personal information, academic achievements and teaching assignment of all teachers both elementary and Secondary .
2. **DepEdSar Employees' Profiling Tool** (soft copy) for Elementary Schools is already provided in each district offices since October 2014 while soft copy for Secondary Schools is available at the Planning and Research, division office c/o **Jeffrey Alvarez**, Administrative Aide IV.
3. Kindly submit the complete and filled up DepEd Employee Profiling Tool (soft copy) on or before January 7, 2015 through email at **depedsaranganiplanningoffice@yahoo.com.ph** (soft copy).
4. In addition, please submit report of teaching item profile using attached template.
5. Immediate action of this Division Memorandum is highly expected.

Enclosure to DM No. 461, s. 2014

ELEMENTARY

District:							
School ID	Name of School	Total Number of Teaching Items					
		T-1	T-2	T-3	MT-1	MT-2	MT-3

SECONDARY

School ID	Name of School	Subject Area	Total Number of Teaching Items					
			T-1	T-2	T-3	MT-1	MT-2	MT-3
		Math						
		English						
		Filipino						
		AP						
		TLE						
		Science						
		MAPEH						
		Values						