



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

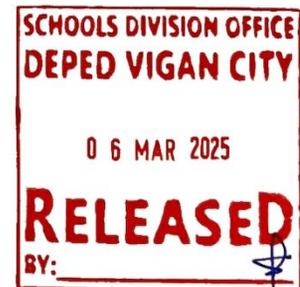
No. 111, s.2025

**PROFILING OF NON-TEACHING PERSONNEL FROM THE SCHOOLS DIVISION
OF VIGAN CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
Public School Heads
All Non-Teaching Personnel

1. The Department of Education Region 1 released RM No. 329 s. 2025 which provides for the conduct of profiling of non-teaching personnel to gather inputs for the planning and designing of future programs and activities.
2. Anent this, all Non-Teaching Personnel, including Division Chiefs down to the rank-and-file personnel including the CTIs, COS, and JOs are requested to accomplish the profiling form through the following link or by scanning the QR Code:

<https://bit.ly/DepEdViganNonTeaching>



3. The HRDD EPS II and SEPS/EPS II of HRDS shall monitor the compliance of personnel to this memorandum.
4. For widest dissemination, information, guidance, and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent



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