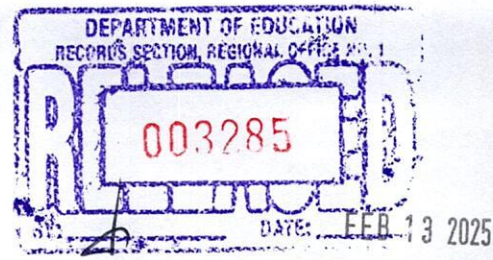




Republic of the Philippines  
**Department of Education**  
 REGION I



February 13, 2025

**REGIONAL MEMORANDUM**

No. 233 s. 2025

**ACCOMPLISHMENT OF THE PROFILING TOOL FOR  
 TEACHERS-IN-CHARGE AND OFFICERS-IN-CHARGE**

To: Schools Division Superintendents  
 All Concerned Personnel

- As part of the Department of Education's (DepEd) ongoing efforts to address the shortage of school principal items, this Office, through the Human Resource Development Division, announces the conduct of a profiling activity for all **Teachers, Master Teachers, and other DepEd personnel currently serving as Teacher-in-Charge (TIC) or Officer-in-Charge (OIC)** in public schools.
- This initiative aims to collect initial data on the qualifications and eligibility of TICs and OICs. The information gathered will help estimate the number of prospective school principals and support the Department's policy decisions and program development for school leadership.
- All TICs and OICs are directed to accomplish the Tool on Profiling TICs and OICs through this link: <https://bit.ly/25ProfilingToolProspectiveSPs>. The tool is designed to collect data on their current designation, school assignment, qualifications, National Qualifying Examination for School Heads (NQESH) eligibility, among many others.
- For concerns or queries, please contact the **Human Resource Development Division** at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) or call 072-682-2324 local 122.
- Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: None  
 Reference: DM-OUHROD-2025-0379  
 To be indicated in the Perpetual Index  
 Under the following subjects:

DATA                      ELIGIBILITY

HRDD/rrm/RM\_ProfilingOfTICS/OICS  
 February 13, 2025

