



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



**REGIONAL MEMORANDUM**

No. m21 s. 2025

**DATA VALIDATION RELATIVE TO THE PROFILING TOOL FOR PROSPECTIVE SCHOOL PRINCIPALS**

To: Schools Division Superintendents

1. In reference to the DM-OUHROD-2025-0379 - Accomplishment of the Profiling Tool for Teachers-In-Charge and Officers-In-Charge and DM-OUHROD-2025-0378 - Virtual Orientation Cum Consultation with Head Teachers and Assistant School Principals RE: Executive Order No. 174, s. 2022, "Expanded Career Progression System" dated February 13, 2025, the DepEd Central Office through the Bureau of Human Resource and Organizational Development Division – Human Resource Development Division is currently processing the data received from the **Profiling Tool for Prospective School Principals** gathered from its targeted respondents across the country.
2. In this light, this Office requests all Schools Division Offices to validate and verify the data gathered as of 4:00 pm of February 26, 2025 which can be accessed through this link: <https://tinyurl.com/ProfilingToolSPs>. Please refer to the Guide Sheet for the instructions for cleaning up the data.
3. Further, submission of the validated data in both excel and duly signed pdf format shall be on or before **March 4, 2025, 1:00 PM** to [ps.region1@deped.gov.ph](mailto:ps.region1@deped.gov.ph). The list submitted to the Regional Office shall be deemed **validated and final**.
4. For information, guidance, and strict compliance.

For the Regional Director:



**RHODA T. RAZON**  
 Director III

Encl. and Reference: as stated.  
 To be indicated in the Perpetual Index  
 Under the following subjects:

DATA                      SCHOOL HEAD

ADMIN/RJLC/ROC/gnn/lgm\_Reports  
 February 03, 2025



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

