



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



**REGIONAL MEMORANDUM**

No. 132 CA s. 2025

**PROFILING OF NON-TEACHING PERSONNEL FROM REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents

1. This Office, through the Human Resource Development Division (HRDD), is conducting the **Profiling of Non-Teaching Personnel from Regional Office and Schools Division Offices**.
2. The profiling activity is based on the following objectives:
  - a. Gather updated personnel data from the Non-Teaching Personnel from Regional Office and Schools Division Offices; and
  - b. Gather inputs for the planning and designing of programs and activities for non-teaching personnel.
3. Anent this, all Non-Teaching Personnel from Regional Office and Schools Division Offices including the Division Chiefs down to the rank-and-file personnel including the CTIs, CoS, and JOs are requested to accomplish the profiling form that can be accessed through: <https://forms.gle/dPkGLF1EBZDxwHFi6>. The link shall be open until March 15, 2025.
4. The HRDD EPS II and SEPS/EPS II of HRDS are requested to monitor the compliance of personnel to this memorandum.
5. All information gathered will be dealt with utmost confidentiality and in consonance with the Republic Act 10173 – Data Privacy Act of 2012.
6. For questions, please call the Human Resource Development Division through telephone number (072) 682-23-24 or email at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).
7. For wide dissemination and immediate compliance.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: None  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

PROFILES                      NON-TEACHING PERSONNEL

HRDD/jmv/RM\_ProfileNTPs  
 March 3, 2025

