



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

27 January 2023

Division MEMORANDUM

No. 066, s. 2023

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs and Section Heads
Public Schools District Supervisors/District-in-Charge
Principals/Head Teachers/Teachers-in-Charge
ALL Teaching, Teaching-Related, and Non-Teaching Personnel
This Division

**ESTABLISHING OF DATABASE OF LEARNERS PER JOB GROUP FOR VARIOUS
LEARNING AND DEVELOPMENT PROGRAMS IN DEPED-SURIGAO DEL SUR**

1. In order to make available of a more current reference in preparing the participant's profile or demographics relative to the development of its Learning and Development Programs as well as come up with a more accurate entry in its Forward Estimates for subsequent years, this division shall establish a database for Teaching, Teaching-related, and Non-Teaching Personnel.

2. Below are the positions per Job Group:

Job Group	Positions
Teaching Personnel	Teachers I-III, Master Teachers I-II
Teaching-related Personnel	Head Teachers I-IV Principals I-IV Public Schools District Supervisors and School Heads Education Program Supervisors Guidance Counselors Librarians
Non-Teaching Personnel (NTP)	This refers to the type of workforce synonymous to allied services personnel such as planning officer, human resource management officers (HRMOs), records officers, cashiers, budget officers, administrative officers, assistants, and aids, as well as other support personnel.
Non-Teaching Licensed Professionals	This includes NTPs that have professional licenses such as accountants, engineers, architects, dentists, medical officers, nutritionist-dieticians, nurses, legal officers.

3. The soft copy of the template can be downloaded from this link:

<https://tinyurl.com/SurSur-Database-Template>.



6 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102

Date: 4/22/2021

Version: V5

DC No: I-OSDS-002



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

4. The submission of accomplished templates shall be scheduled as follows:

Districts and Schools		
Activity	Responsible Person	Deadline
Submission of Accomplished Table to the District Office	School Head	01 February 2023
Submission of collated District Database to the HRD Section	Public Schools District Supervisor / District-in-Charge	03 February 2023
Functional Divisions/Sections/Units		
Activity	Responsible Person	Deadline
Submission of Accomplished Table to the HRD Section	Functional Division Chiefs for SGOD and CID Administrative Officer V for OSDS	02 February 2023

5. The School Head shall take the responsibility of asking the important information from the teaching, teaching-related, and NTPs under them using the filename: **DistrictName-SchoolName (e.g. Barobol-BaroboNHS)**.
6. The PSDS shall take the responsibility of consolidating the accomplished template submitted by the School Heads into one Excel File using the filename: **Sur-Database-DistrictName (e.g. Sur-Database-Barobol)**.
7. The AO V and Functional Division Chiefs shall take the responsibility of ensuring that the template is accomplished correctly and on time in one Excel File using the filename: **Sur-Database-FunctionalDivision (e.g. Sur-Database-OSDS)**.
8. ALL consolidated accomplished database template shall be submitted through this link: **<https://tinyurl.com/SurSur-JGDatabase-2023>**.
9. For your guidance and action. Immediate dissemination of this Office Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: None

Reference/s: None

To be indicated in the Perpetual Index
under the following subjects:

HRD-initiated

L&D

Database

Profiling

MAN//DM- ESTABLISHING OF DATABASE OF LEARNERS PER JOB GROUP FOR VARIOUS LEARNING AND DEVELOPMENT PROGRAMS IN DEPED-SURIGAO DEL SUR 066 / January 27, 2023



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-002