



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. 277, s. 2026

**ANNUAL UPDATING AND ENCODING OF THE SDO CAPIZ PERSONNEL
AND TEACHERS' PROFILE STARTING SCHOOL YEAR (SY) 2026–2027
AND EVERY YEAR THEREAFTER**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
All Others Concerned

1. In line with the Schools Division Office (SDO) of Capiz's commitment to data-driven decision-making, strategic human resource planning, and the automated processing of personnel benefits such as Step Increments and Loyalty Pay, this Office, through the SDO Capiz ICT Unit, establishes the mandatory annual updating of the Personnel and Teachers' Profile Dashboard. This initiative is anchored on DepEd Order No. 009, s. 2021 (Guidelines on the Institutionalization of a Quality Management System in the Department of Education), which promotes evidence-based decision-making, process efficiency, continual improvement, and reliable organizational information, and on DepEd Order No. 011, s. 2018 (Guidelines on the Preparation and Checking of School Forms), which emphasizes the accuracy, completeness, consistency, and integrity of official education data and records. Accordingly, the annual profiling and validation of personnel information shall serve as an institutional mechanism for maintaining a credible, updated, and accessible human resource database for planning, personnel administration, and service delivery.

2. All school heads and designated data encoders must ensure that the following critical fields are thoroughly validated and updated in the system:

- Personnel Classifications: Proper tagging of Teaching, Non-Teaching, Integrated-Elem, and Integrated-Sec personnel.
- Core Profile Details: Complete Name (Last, First, Middle), Current Position/Rank (e.g., Teacher I-III, Master Teacher I-II, Head Teacher I-VI, Principal I-IV, Administrative Officer II).
- Academic Qualifications: Highest Degree Attained (Bachelors/Masters Degree) and specific Major/Specialization.
- Assignment Details: District, School Name, Grade Level, and Subject Taught.



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- Contact Information: Valid @deped.gov.ph email address and active contact numbers

3. To streamline the updating of personnel records and eliminate the need for annual memoranda, this profiling activity is hereby institutionalized as a regular annual activity. For SY 2026–2027, encoding, updating, and verification shall be completed on or before September 30, 2026. Beginning SY 2027–2028 and every year thereafter, the profiling period shall run from the opening of the school year until September 30. All schools and offices shall conduct the required updates within this period without awaiting a separate memorandum

4. To ensure the accuracy, completeness, and reliability of personnel information, all concerned personnel shall validate and verify the data encoded in the Personnel and Teachers' Profile Dashboard against official records.

For School Heads: Supervise the encoding and validation process for all teaching and non-teaching personnel under their respective jurisdictions. All entries shall be verified against official personnel records, including appointments, plantilla records, and other relevant documents maintained by the school.

For Division Office Personnel: All non-teaching personnel assigned at the Schools Division Office shall verify and update their respective profile information within the prescribed profiling period in coordination with the Human Resource Management Unit and the ICT Unit.

5. Access to the Personnel Profiling Dashboard: Personnel may access the dashboard through the following link: <https://bit.ly/SDOCAPIZPP>

6. The SDO Capiz ICT Unit will monitor the submission progress per district in real-time. For any technical issues, system errors, or account login resets, please contact the ICT Unit directly or reach out via the official division channels.

7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated

Reference: DO No. 009, s. 2021

DO No. 11, s. 2018

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

SCHOOL

RECORDS

DATA



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