



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. **499**, s. 2023

**October 2, 2023**

**DATABASE INDIVIDUAL PROFESSIONAL PROFILE OF SDO AND SCHOOL  
PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
School Learning and Development Focal Persons  
All Others Concerned

1. This Office, through the Schools Governance Operations Division, hereby requests a database individual profile of all employees. This is to determine the trainings that are attended and initiated at the International, National, Regional, Division, and School levels.
2. Please complete this Google Sheet link: <https://shorturl.at/bu178> on or before October 15, 2023.
3. Rest assured that the data gathered will be kept confidential and will be used solely for database profiling purposes in reference to Republic Act 10173, or the Data Privacy Act of 2012.
4. For your guidance and compliance.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/EQA/SGOD/MCC/rdo



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