



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 27 2025

MEMORANDUM

DIVISION-LED TEACHER AUDIT AND PROFILING ACROSS KEY STAGES

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In line with DepEd NCR's Top Five Priorities and this Division's strategic directions, this Office affirms its commitment to support teachers through the effective implementation of equitable workload distribution policies.
2. To facilitate this initiative, a Teacher Audit and Profiling across key stages will be conducted from **July 1 to 11, 2025**, under the supervision of the assigned Public Schools District Supervisors (PSDSs). This activity aims to validate teacher assignments and ensure workload distribution aligns with DepEd Orders No. 002 and 005, s. 2024, and other relevant policies. All concerned Administrative Officers or School HR Personnel are required to complete the Teacher Profile Data Capture Form via this link: **<https://bit.ly/M07-TEACHER-PROFILE-2025>**.
3. To guide the data capture process, an online meeting with the Administrative Officer IV, HR Unit, Administrative Officers/School HR Personnel and Public Schools District Supervisors, will be held on **June 30, 2025 (Monday) at 2:30 PM**, accessible via: **<https://bit.ly/M07-TEACHER-PROFILE-2025-MEETING>**.
4. All school heads are directed to closely coordinate with their respective PSDSs and ensure the full participation and timely compliance of all teaching personnel.
5. The consolidated school report must be submitted to the SGOD – Planning and Research Section. For concerns or inquiries, email at planning.sdomuntinlupa@deped.gov.ph.
6. Immediate dissemination of, and strict compliance with this Memorandum is hereby directed.

Violeta M. Gonzales
VIOLETA M. GONZALES

Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Enclosure: none

References: as stated

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

TEACHER

SCHOOL

WORKLOAD

JDN/DM/Division-Led Teacher Audit and Profiling Across Key Stages

274 / June 25, 2025

274