



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Date: 1-26-22 11:42 AM  
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**Office of the Schools Division Superintendent**

January 25, 2022

DIVISION MEMORANDUM  
No. 103, s. 2022

**Updating the Division Non-Teaching Personnel Job Qualifications  
Profile for CY 2022**

To: Assistant Schools Division Superintendent  
Chief EPS of Curriculum Implementation Division  
Chief EPS of School Governance and Operations Division  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Concerned

1. The Human Resource Development (HRD) Unit of the Division is on the process of updating the Division Non-Teaching Job Qualifications Profile as basis in crafting the Learning and Development Plan for 2022-2023. Thus, requesting all Non-Teaching Personnel based in the Division Office, District Offices and Schools to fill-in the needed information using the link below on or before **January 31, 2022**.

<https://bit.ly/22NTPJQProfile>

2. All concerned are required to STRICTLY observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on Covid 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
3. Immediate dissemination of and compliance with this memorandum are directed.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

