



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



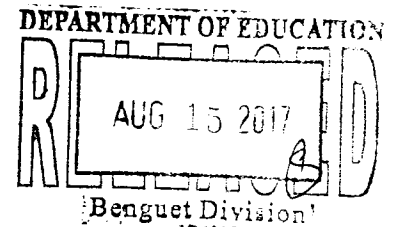
Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790; Accounting Office: (074) 422-7501;  
Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074) 422-2001

**DIVISION MEMORANDUM**

**August 10, 2017**


No. 169 s. 2017

**To: Division Chiefs  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
To All Others Concerned**



**Subject: SUBMISSION OF TEACHER/SCHOOL HEADS AND NON-TEACHING  
PERSONNEL PROFILE**

1. In compliance to the establishment of a Division Training and Development Information System (TDIS) all DepED Benguet employees are required to accomplish the attached form (enclosure 1) and submit the hard copy per school/Office to the Human Resource Development Section and email the soft copy at [brylen.moresto@deped.gov.ph](mailto:brylen.moresto@deped.gov.ph) on or before September 15, 2017.
2. For your information guidance and compliance

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

**PERSONNEL PROFILE**

Name ( Family Name, First Name, M.I., Extension)	Gender	Civil Status	Date of Birth (M/D/Y)	Name of School	District	Position	Subject Area/Work of Concentration	Highest Educational Attainment	Scholarship availed/ received		
									Title	Date	Sponsoring Agency

**Training Attended/Conducted for the last 3 years ( Plz. Use additional sheet if needed)**

	Title	No. of Hours	Sponsoring Agency	Inclusive Dates of Attendance	Venue	Type of Training ( Managerial, Supervisory, Technical,etc.)	Role
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**Note: Please follow this Excel format**