



Republic of the Philippines
Department of Education
CARAGA REGION



September 19, 2023

REGIONAL MEMORANDUM

No. 0882, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

REGION-WIDE PROFILING OF DEPARTMENT OF EDUCATION (DEPED)
CARAGA PERSONNEL

1. The Department of Education Caraga through the Human Resource Development Division (HRDD) shall be conducting a Region-Wide Profiling of DepEd Caraga Personnel which shall run from **September 25, 2023**, to **October 13, 2023**.
2. This activity aims to:
 - a. establish an HRD profiling system of the Regional and Schools Division Office's personnel for upskilling and reskilling; and
 - b. utilize data from the profiling system to design, develop, and implement quality assured Competency-Based Learning and Development Intervention programs for all Personnel of the region.
3. DepEd Caraga Personnel area categorized as teaching, related-teaching or non-teaching. Refer to the attached List of DepEd Authorized Positions for reference.
4. All personnel are requested to prepare the following before accessing the profiling system:
 - a. Individual Performance Review and Commitment Form (IPCRF) for the last 3 Rating Periods
 - b. Certificate of Participation of trainings attended in the last 24 months
5. All DepEd Caraga Personnel are enjoined to accomplish the DepEd Caraga Personnel Profiling Survey Form through the given links below:

Personnel	Link
A. Teaching	https://bit.ly/R13STProfile
B. Related Teaching	
i. School Heads	https://bit.ly/R13SHProfile
ii. Supervisors	https://bit.ly/R13PSProfile
iii. Other Related-Teaching Personnel	https://bit.ly/R13RTProfile
C. Non-Teaching	https://bit.ly/R13NTPProfile



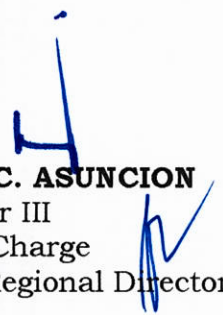
Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-09-13994

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

6. This DepEd Caraga Personnel Profiling Survey shall strictly adhere to the Data Privacy Act of 2012. All gathered data shall be used solely by the RO HRDD and SDO HRS for the mentioned purposes.
7. All SDO HRS SEPS and EPS II shall be given access to the responses of their respective SDO and are requested to facilitate the dissemination of this memorandum.
8. Course through queries or clarifications on this memorandum to the Human Resource Development Division (HRDD) through email at hrdd_caraga@deped.gov.ph.
9. For information, compliance, and wide dissemination.


MARIA INES C. ASUNCION
Director III
Office In-Charge
Office of the Regional Director

Encl/s.: AS STATED

Reference/s: DepEd Order No. 007, s. 2003 List of DepEd Authorized Positions
To be indicated in the Perpetual Index
under the following subjects:

NON-TEACHING

TEACHING

TEACHING-RELATED

HRDD/mmv
09/19/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-09-13994

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2

LIST OF DEPED AUTHORIZED POSITIONS
Teaching Positions

Note: ¹ Based from the DepEd GMIS and BHROD Classification as of February 15, 2021

² Only those covered by this DepEd Order per Scope of the Policy

Position Title	Salary Grade
Teacher I	11

LIST OF DEPED AUTHORIZED POSITIONS
School Administration Positions

Note: Based from the DepEd GMIS and BHRD Classification as of February 15, 2021

Position Title	Salary Grade
School Principal IV	22
School Principal III	21
Assistant School Principal III	20
School Principal II	20
Special School Principal II	20
Assistant School Principal II	19
Head Teacher VI	19
School Principal I	19
Special School Principal I	19
Assistant School Principal I	18
Assistant Special School Principal	18
Head Teacher V	18
Head Teacher IV	17
Head Teacher III	16
Head Teacher II	15
Head Teacher I	14

**LIST OF DEPED AUTHORIZED POSITIONS
Related Teaching Positions**

Note: Based from the DepEd GMIS and BHRD Classification as of February 15, 2021

Position Title	Salary Grade
Chief Education Program Specialist	24
Education Program Supervisor	22
Public Schools District Supervisor	22
Supervising Education Program Specialist	22
Senior Education Program Specialist	19
Senior Science Research Specialist	19
Vocational Instruction Supervisor III	18
Vocational Instruction Supervisor II	17
Education Program Specialist II	16
Guidance Coordinator III	16
Science Research Specialist II	16
Science Research Technician IV	16
Vocational Instruction Supervisor I	16
Guidance Coordinator II	15
School Farming Coordinator III	15
Teacher Credentials Evaluator II	15
Guidance Coordinator I	14
School Farming Coordinator II	14
Guidance Counselor III	13
School Farming Coordinator I	13
Science Research Technician III	13
Teacher Credentials Evaluator I	13
Crafts Education Demonstrator II	12
Education Program Specialist I	12
Guidance Counselor II	12
Guidance Counselor I	11
Science Research Technician II	11
Teaching-Aids Specialist	11
Crafts Education Demonstrator I	10
Education Research Assistant II	10
School Farm Demonstrator	10

LIST OF DEPED AUTHORIZED POSITIONS
Non-Teaching Positions

Note: Based from the DepEd GMIS and BHRD Classification as of February 15, 2021

Position Title	Salary Grade
Attorney V	25
Chief Accountant	24
Chief Administrative Officer	24
Chief Education Supervisor	24
Chief Health Program Officer	24
Engineer V	24
Information Technology Officer III	24
Internal Auditor V	24
Planning Officer V	24
Project Development Officer V	24
Teachers' Camp Superintendent	24
Attorney IV	23
Medical Officer IV	23
Vocational School Administrator II	23
Accountant IV	22
Assistant Teacher's Camp Superintendent	22
Department Legislative Liaison Specialist	22
Engineer IV	22
Information Technology Officer II	22
Internal Auditor IV	22
Planning Officer IV	22
Project Development Officer IV	22
Project Evaluation Officer IV	22
Security Officer IV	22
Supervising Administrative Officer	22
Supervising Health Program Officer	22
Vocational School Administrator I	22
Attorney III	21
Medical Officer III	21
Dentist III	20
Accountant III	19
Architect III	19
Engineer III	19
Information Systems Analyst III	19
Information Technology Officer I	19
Administrative Officer V	18
Attorney II	18
Computer Programmer III	18
Guidance Services Specialist II	18
Health Education and Promotion Officer III	18
Internal Auditor III	18
Librarian III	18
Medical Officer II	18
Nutritionist-Dietitian III	18
Planning Officer III	18
Project Development Officer III	18
Senior Administrative Assistant V	18
Special Investigator III	18
Statistician III	18

LIST OF DEPED AUTHORIZED POSITIONS
Non-Teaching Positions

Note: Based from the DepEd GMIS and BHROD Classification as of February 15, 2021

Position Title	Salary Grade
Computer Maintenance Technologist III	17
Dentist II	17
Information Systems Researcher III	17
Accountant II	16
Architect II	16
Attorney I	16
Engineer II	16
Guidance Services Specialist I	16
Information Systems Analyst II	16
Administrative Officer IV	15
Agriculturist II	15
College Librarian II	15
Computer Programmer II	15
Creative Arts Specialist II	15
Human Resource Management Officer II	15
Internal Auditor II	15
Librarian II	15
Nurse II	15
Nutritionist-Dietitian II	15
Planning Officer II	15
Project Development Officer II	15
Publication Production Supervisor	15
Registrar II	15
Security Officer II	15
Senior Administrative Assistant III	15
Special Investigator II	15
Statistician II	15
Administrative Officer III	14
Cashier II	14
Dentist I	14
Health Education and Promotion Officer II	14
Records Officer II	14
Senior Administrative Assistant II	14
Supply Officer II	14
College Librarian I	13
School Librarian III	13
Senior Administrative Assistant I	13
Vocational Placement Coordinator I	13
Accountant I	12
Administrative Assistant VI	12
Legal Assistant II	12
School Librarian II	12
Accounting Analyst	11
Administrative Assistant V	11
Administrative Officer II	11
Agriculturist I	11
Aquaculturist I	11
Budget Officer I	11
Communications Equipment Operator IV	11

LIST OF DEPED AUTHORIZED POSITIONS
Non-Teaching Positions

Note: Based from the DepEd GMIS and BHROD Classification as of February 15, 2021

Position Title	Salary Grade
Computer Maintenance Technologist I	11
Creative Arts Specialist I	11
Dormitory Manager II	11
Fiscal Examiner I	11
Human Resource Management Officer I	11
Internal Auditor I	11
Librarian I	11
Nurse I	11
Nutritionist-Dietitian I	11
Planning Officer I	11
Project Development Officer I	11
Psychologist I	11
Registrar I	11
School Librarian I	11
Social Welfare Officer I	11
Statistician I	11
Warehouseman III	11
Administrative Officer I	10
Cashier I	10
Cinematographer I	10
Computer File Librarian II	10
Legal Assistant I	10
Supply Officer I	10
Administrative Assistant III	9
Communications Equipment Operator III	9
Dormitory Manager I	9
Printing Foreman	9
Science Research Assistant	9
Science Research Technician I	9
Senior Bookkeeper	9
Administrative Assistant II	8
Aquacultural Technician II	8
Artist-Illustrator II	8
Bookkeeper	8
Computer File Librarian I	8
Disbursing Officer II	8
Draftsman II	8
Internal Auditing Assistant	8
Project Development Assistant	8
Security Guard III	8
Administrative Assistant I	7
Copy Reader	7
Accounting Clerk II	6
Administrative Aide VI	6
Clerk III	6
Communications Equipment Operator II	6
Disbursing Officer I	6
Draftsman I	6
Electronics and Communications Equipment Technician I	6

LIST OF DEPED AUTHORIZED POSITIONS
Non-Teaching Positions

Note: Based from the DepEd GMIS and BHROD Classification as of February 15, 2021

Position Title	Salary Grade
Laboratory Technician I	6
Mechanic II	6
Mechanical Plant Operator II	6
Photoengraver II	6
Proofreader II	6
Typesetter II	6
Utility Foreman	6
Administrative Aide V	5
Handicraft Worker II	5
Legal Aide	5
Master Fisherman I	5
Security Guard II	5
Administrative Aide IV	4
Clerk II	4
Communications Equipment Operator I	4
Dental Aide	4
Fiscal Clerk I	4
Heavy Equipment Operator I	4
Houseparent I	4
Marine Engineman I	4
Mechanic I	4
Mechanical Plant Operator I	4
Metal Worker I	4
Nursing Attendant I	4
Statistician Aide	4
Telegram Carrier	4
Watchman II	4
Administrative Aide III	3
Clerk I	3
Cook I	3
Coxswain	3
Driver I	3
Fisherman	3
Handicraft Worker I	3
Lineman I	3
Security Guard I	3
Administrative Aide II	2
Construction and Maintenance Man	2
Farm Worker I	2
Guesthouse Caretaker	2
Light Equipment Operator	2
Nurse Maid I	2
Reproduction Machine Operator I	2
Watchman I	2
Administrative Aide I	1
Utility Worker I	1