



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**17 Feb 2023**

DIVISION MEMORANDUM  
OSDS No. **020**, s. 2023

SUBMISSION OF UPDATED DISTRICT DATA BULLETIN-PROFILE AND  
ASSIGNMENT (TABLE 14) OF ALL ELEMENTARY SCHOOLS  
SCHOOL YEAR 2022-2023

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary Schoolheads  
Administrative Officers II  
All Others Concerned

1. In reference to Paragraph 4 of Region Memorandum AD No. 21, S. 2020 on **Strengthening the Implementation of Reclassification for Teaching Personnel**, the field is directed to submit **District Data Bulletin-Profile and Assignment (Table 14)**. This is to ensure the validation of proposed reclassification of items at the regional level and to ascertain data consistency and correctness.
2. All Thirty-three (33) districts shall submit **District Data Bulletin-Profile and Assignment (Table 14)** and shall attach **approved School Form 7 (SF7)-School Personnel Assignment List and Basic Profile as of January 31, 2023**.
3. The approved School Form 7 (SF 7)-School Personnel Assignment List and Basic Profile as of January 31, 2023 shall be the basis of the data in the District Data Bulletin-Profile and Assignment (Table 14) for S.Y. 2022-2023 updated as of January 31, 2023.
4. Two (2) Representative Administrative Officers II from each district shall affix their initial under the name of the District Supervisor.
5. The District Data Bulletin-Profile and Assignment (Table 14) duly signed by the District Supervisor in four (4) copies with one (1) copy of Approved School Form 7 (SF7)-School Personnel Assignment List and Basic Profile of each school as of January 31, 2023 in a one (1) long size brown folder fastened on the side.
6. This shall be submitted to the Administrative Section c/o Ms. Raiza Mae E. Boldios and Ms. Carla Joy J. Catubig, AO II on or before **February 24, 2023**, electronic copy shall also be uploaded through this link, <https://bit.ly/3luJy7i>.
7. Enclosed is the template of the District Data Bulletin-Profile and Assignment (Table 14) for reference.

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
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8. Immediate dissemination and compliance to this memorandum is directed.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Enclosure: As stated

Reference: RM AD No. 21, s. 2020

To be indicated in the Perpetual Index  
under the following subjects

POSITIONS	RECORDS
REQUIREMENTS	SCHOOLS

RMB/DM-submission of district data bulletin-profile  
0000/February 17, 2023

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