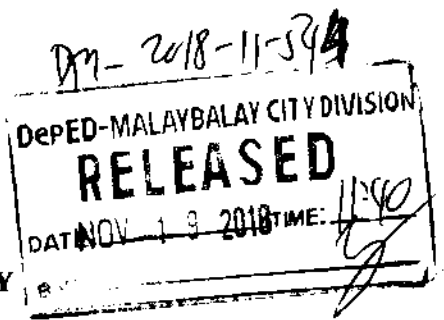




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 544, s. 2018

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
All Others Concerned
This Division

From:  **REBONGAMIL R. BAGUIO**
Schools Division Superintendent

Date: November 16, 2018

Subject: **SUBMISSION OF SCHOOL FORM 7**

1. To update records of teachers and school heads in the Division, the Office hereby directs all Elementary and Secondary Public School Heads to submit **hardcopy and softcopy** of the **updated School Form 7 (School Personnel Assignment List and Basic Profile)**.
2. The teachers' information from the School Form 7 will serve as reference and basis in planning for human resource development in the Division.
3. The list of teachers should be arranged by grade level for Elementary and by subject areas for Junior High School and Senior High School.
4. Send the data through riakalcuizar@yahoo.com on or before November 21, 2018.
5. Enclosed is a copy of School Form 7. Should there be queries, contact Ria K. ALCUIZAR at 09176793533 or 09271501978.

Enclosure:

As stated


Copy furnished:

Records Unit

HRD

Enclosure 1.

School Form 7 (SF7) School Personnel Assignment List and Basic Profile
(This replaced Form 12-Monthly Status Report for Teachers, Form 14-Assignment List, Form 25-Teacher Program and Form 31-Summary Information of Teachers)



School ID: _____ Region: _____ Division: _____
 School Name: _____ District: _____ School Year: _____


(A) Nationally-Funded Teaching & Teaching Related Items		(B) Nationally-Funded Non-Teaching Items		(C) Other Appointments and Funding Sources			
Title of Position (as specified in the appointment document/PSPOP)	Number of incumbent	Title of Position (as specified in the appointment document/PSPOP)	Number of incumbent	Title of Designation (as specified in the contract/contractual Teacher, Clerk, Security Guard, Driver, etc.)	Appointment (Contractual, Substitute, Volunteer, others specify)	Fund Source (SEF, PTA, NGO's, etc.)	Number of incumbent
							Teaching Non-Teaching

Employee No. (or Tax Identification no. Member - TIN#)	Name of School Personnel (Arrange by Position Descending)	Sex	Fund Source	Position Designation	EDUCATIONAL QUALIFICATION			Subjects Taught include Grade 3 Below, Advisory Class & Other Auxiliary Assignment	* Duty Program (base duration)			Remarks (For Detailed items indicate name of school/office. For P's-Electricity)
					Degree	Field	Major		DAY (M/T/W/T/F)	From (dt:dy)	To (dt:dy)	

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School Form 7 of Senior High School

School Form 7 School Personnel Basic Profile and Assignment for Senior High School (SF7-SHS)



School Name: _____ School ID: _____ District: _____ Division: _____ Region: _____
 Selector: _____ School Year: _____

(A) Nationally-Funded Teaching & Teaching Related Items		(B) Nationally-Funded Non-Teaching Items		(C) Other Appointments and Funding Sources			
Title of Position (as specified in the appointment document/PSPOP)	Number of incumbent	Title of Position (as specified in the appointment document/PSPOP)	Number of incumbent	Title of Designation (as specified in the contract/contractual Teacher, Clerk, Security Guard, Driver, etc.)	Appointment (Contractual, Substitute, Volunteer, Others specify)	Fund Source (SEF, PTA, NGO's, etc.)	Number of incumbent
							Teaching Non-Teaching

Employee No. (or Tax Identification no. Member - TIN#)	Name of School Personnel (Arrange by Position Descending)	Sex	Fund Source	Position Designation	EDUCATIONAL QUALIFICATION			Subjects Taught, Advisory Class & Other Auxiliary Assignment	Duty Program (base duration)			Remarks (For Detailed items, indicate name of school/office. For P's-Electricity. For detailed items per unit, please indicate the number of working minutes per week)
					Degree	Field	Major/ Specialized/ Qualified Teaching Assignee		DAY (M/T/W/T/F)	From (dt:dy)	To (dt:dy)	