



Department of Education  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City



DIVISION MEMORANDUM

No. 16D, s.2014

TO: Public School District Supervisors  
Elementary/ Secondary School Heads

FROM: ~~CHERRY MAE L. LIMBACO, Ph. D., CESO V~~  
~~Schools Division Superintendent~~

SUBJECT: ~~SUBMISSION OF SCHOOL FORM 7 (SF7) SCHOOL PERSONNEL~~  
~~ASSIGNMENT LIST AND BASIC PROFILE~~

DATE: April 23, 2014

1. The field is hereby informed that the deadline for the submission of School Form 7 (SF 7) School Personnel Assignment List and Basic Profile previously Forms 19, 29 and 31 to the Division Office will be on May 15, 2014.

2. Furthermore, all Elementary and Secondary School Heads are directed to be present during the checking of School Form 7 on the designated schedule below:

Date	District/Secondary Schools	Checkers
May 20, 2014	MOGCHS and all secondary schools in the 2 <sup>nd</sup> Congressional District	D. Jarales V. Buana R. Gallares J. Redondo R. Magdugo
May 21, 2014	All secondary schools in the 1 <sup>st</sup> Congressional District	D. Jarales V. Buana R. Gallares J. Redondo R. Magdugo
May 22, 2014	All elementary schools in the 1 <sup>st</sup> Congressional District	D. Jarales V. Buana R. Gallares J. Redondo R. Magdugo
May 23, 2014	All elementary schools in the 2 <sup>nd</sup> Congressional District	D. Jarales V. Buana R. Gallares J. Redondo R. Magdugo

3. Immediate dissemination of and strict compliance with this Memorandum is directed.

CLL/daj



# School Form 7 (SF7) School Personnel Assignment List and Basic Profile

(This replaces Form 12-Monthly Status Report for Teachers, Form 19-Assignment List, Form 29-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 Planilla Position (as it appears in the appointment document/PSIPOP)	Number of Incumbent	Title of Planilla Position (as it appears in the appointment document/PSIPOP)	Number of Incumbent	Title of Designation (as it appears in the contract/document: 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 Number - T.I.N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section), Advisory Class & Other Ancillary Assignments	Daily Program (time duration)			Remarks (For Detailed Items, Indicate name of school/office. For IPs - Ethnicity)
						Degree / Post Graduate	Master/ Specialization	Minor		DAY (M/T/W/ TH/F)	From (00:00)	To (00:00)	

Ave. Minutes per Day

Ave. Minutes per Day

Employee No. (or Tax Identification Number - T.I.N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section), Advisory Class & Other Ancillary Assignments	Daily Program (time duration)				Remarks (For Detailed Items, Indicate name of school/office, For IP's - Ethnicity)						
						Degree / Post Graduate	Major/ Specialization	Minor		DAY (M/T/W/TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes per Week							

**GUIDELINES:**

- 1. This form shall be accomplished at the beginning of the school year by the school head. In case of movement of teachers and other personnel during the school year, an updated Form 19 must be submitted to the Division Office.
- 2. All school personnel, regardless of position/nature of appointment should be included in this form and should be listed from the highest rank down to the lowest.
- 3. Please reflect subjects being taught and if teacher handling advisory class or Ancillary Assignment. Other administrative duties must also reported.
- 4. Daily Program Column is for teaching personnel only.

Submitted by:

\_\_\_\_\_  
(Signature of School Head over Printed Name)

Updated as of: \_\_\_\_\_  
School Form 7, Page \_\_\_\_ of \_\_\_\_