




**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**

**MEMORANDUM**

**TO :** OIC-Assistant Schools Division Superintendent  
OIC-Chief Curriculum Implementation Division  
Chief - Schools Governance and Operations Division  
Public School District Supervisors  
Public Elementary, Junior HS and Senior HS School Heads  
School EBEIS Coordinators  
All Others Concerned

**FROM :**   
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF SCHOOL FORM 7 (SF 7)**

**DATE :** **November 26, 2018**

All Public Elementary, Junior HS and Senior HS School Heads are hereby directed to accomplish and submit the report on School Form 7 (SF 7) – School Personnel Assignment List and Basic Profile (Data as of November 30, 2018) to the Division Office in hard and soft copies (Excel Format) using the attached template in duplicate copies. This should be submitted to the Planning and Research Section, **Attention: Planning Officer III** on or before **December 5, 2018**. Stand Alone and Integrated JHS and SHS should submit a separate report of SF 7 for teachers in the Senior HS. All other appointments for clerks, janitors, administrative aides, security guards, etc. should also be included after the last entry of teachers.

Sample excel File of accomplished form is attached in this memorandum and uploaded in the Facebook group: DepEd Antipolo LIS/EBEIS Coordinators for your reference.

School Head shall be responsible for the accuracy and validity of the data to be submitted.

For information and strict compliance of all concerned.

UM No. 610 s.2018  
MBV\_NGT (PAR)





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

(This replace Form 12-Monthly Status Report for Teachers, Form 19-Assignment List, Form 29-Teacher Program and Form 31-Summary Information of Teachers)



School ID	123456	Region	IV-A	Division	Antipolo City	
School Name	Sample National High School		District	I-A	School Year	2017-2018

(A) Nationally-Funded Teaching Related Items		(B) Nationally-Funded Non Teaching Items		(C) Other Appointments and Funding Sources			
Title of Plantilla Position (as appeared in the appointment document)	Number of Incumbent	Title of Plantilla Position (as appeared in the appointment document)	Number of Incumbent	Nature of Appointment and Designation (Contractual, Substitute, Volunteer & others)	Fund Source (SEF, PTA, NGO's etc.)	Number of Incumbent	
						Teaching	Non-Teaching
Principal IV	1	Librarian I	1	Clerk - Contractual	LGU		3
Master Teacher I	8	Senior Bookkeeper	1	Clerk - Job Order	LGU		2
Head Teacher III	2	Disbursing Officer II	1	Janitor - Job Order	MOOE		1
Teacher III	7			Security Guard - Job Order	PTA		1
Teacher II	12						
Teacher I	23						
Guidance Counselor I	1						

Employee No.	Name of School Personnel (Arrange by Position, Descending)	Sex	Birthdate	Fund Source	Position/Designation	Date/Nature of Appointment	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section) & Other Ancillary Assignment (Please Specify)	* Daily Program (time duration)				Remark/s (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)	Actual Teaching/Service Render (Mins/Week)	
1234567	Dela Cruz, Juan A.	M	October 3, 1972	Nat'l	Principal IV	June 5, 2002 /Permanent	Doctor of Education	Management and Supervision / English							
											Ave. Minutes per Day				



Employee No.	Name of School Personnel (Arrange by Position, Descending)	Sex	Birthdate	Fund Source	Position/ Designation	Date/ Nature of Appointment	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section) & Other Ancillary Assignment (Please Specify)	* Daily Program (time duration)				Remark/s (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)	Actual Teaching/ Service Render (Mins/Week)	
2345678	Dela Cruz, Juana B.	F	October 3, 1974	Nat'l	Master Teacher I	June 5, 2008/Permanent	Master of Arts in Teaching	Mathematics	Science	Gr 10-A	M/T/W/TH	7:00	8:00	240	
										Gr 10-B	M/T/W/F	8:00	9:00	240	
										Gr 10-C	M/T/TH/F	10:00	11:00	240	
										Gr 10-D	M/W/TH/F	11:00	12:00	240	
										EBEIS Coordinator					
Ave. Minutes per Day													192		
3456789	Dela Cruz, Juanita C.	F	October 3, 1980	Nat'l	Head Teacher III	June 5, 2005/Permanent	Master of Education	Educational Management / Filipino		Gr 9-A	T/W/TH/F	1:00	2:00	240	
										Gr 9-B	M/T/W/TH	2:00	3:00	240	
										Department Chair					
Ave. Minutes per Day													96		
4567890	Dela Cruz, John D.	M	October 3, 1982	Nat'l	Teacher III	June 5, 2009 /Permanent	Master of Arts in Teaching (30 units)	History	Values Education	Gr 8-A AP	M/T/W	7:00	8:00	180	
										Gr 8-B AP	T/W/TH	8:00	9:00	180	
										Gr 8-C AP	W/TH/F	10:00	11:00	180	
										Gr 8-A ESP	M/T	11:00	12:00	120	
										Gr 8-B ESP	W/TH	1:00	2:00	120	
										Gr 8-C ESP	TH/F	2:00	3:00	120	
										Gr 8-A Adviser					
										Property Custodian					
Ave. Minutes per Day													180		



Employee No.	Name of School Personnel (Arrange by Position, Descending)	Sex	Birthdate	Fund Source	Position/ Designation	Date/ Nature of Appointment	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section) & Other Ancillary Assignment (Please Specify)	* Daily Program (time duration)				Remark/s (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)	Actual Teaching/ Service Render (Mins/Week)	
5678901	Dela Cruz, Johnny E.	M	October 3, 1982	Nat'l	Teacher I	June 5, 2015 /Permanent	Bachelor of Secondary Education	MAPEH		Gr 7-A	M/T/W/TH	7:00	8:00	240	
										Gr 7-B	M/T/W/F	8:00	9:00	240	
										Gr 7-C	M/T/TH/F	10:00	11:00	240	
										Gr 7-D	M/W/TH/F	11:00	12:00	240	
										Gr 7-E	T/W/TH/F	1:00	2:00	240	
										Gr 7-F	M/T/W/TH	2:00	3:00	240	
										ICT Coordinator					
										Ave. Minutes per Day			288		
6789012	Dela Cruz, Joan F.	F	October 3, 1982	Nat'l	Guidance Counselor	June 5, 2007 /Permanent	Bachelor of Science in Education	Guidance and Counseling							
Ave. Minutes per Day															
	Dela Cruz, Joanna G.	F	October 3, 1982	LGU	Clerk	June 5, 2015 / Contractual	High School								
Ave. Minutes per Day															

Employee No.	Name of School Personnel (Arrange by Position, Descending)	Sex	Birthdate	Fund Source	Position/ Designation	Date/ Nature of Appointment	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section) & Other Ancillary Assignment (Please Specify)	* Daily Program (time duration)				Remark/s (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)	Actual Teaching/ Service Render (Mins/Week)	
	Dela Cruz, John John H.	M	October 3, 1982	PTA	Janitor	June 5, 2016/ Job Order	Elementary								
											Ave. Minutes per Day				

**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 SY, updated Form 19 must submit 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. This form shall also serve as inventory list of school personnel.
3. Subject Taught/Ancillary Assignment. Reflect all assignment per personnel such as ancillary/administrative duties.
4. \* Daily Program Column is for teaching personnel only.

**Submitted by:**

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(Signature of School Head over Printed Name)