

## 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)

\ <del>*</del> /	Sch	ool ID		Region			Division						1			
School Name				<u> </u>	District					School Year						
(A) Nation	nally-Funded Teaching & Teachin	g Relat	ed Items	(B) Nationally-Funded Non Teaching Items						(C ) Other Appointments and Funding Sources						
Title of Plantilla Position			Title of Plantilla Position			Number	Title of Designation			Appointment: (Contractual,		Fund Source		Number of Incumbent		
(as it appears in the appointment document/PSIPOP)  Number of Incumbent				(as it appears in the appointment document/PSIPOP)			Number of Incumbent	cc	(as it appears in the contract/document: Teacher, Clerk, Security Guard, Driver etc.)		Substitute, Volunteer, others specify)		(SEF, PTA, NGO's etc.)		Teaching	Non- Teaching
	Name of School Personnel (Arrange by Position, Descending)		Fund Source	Position/ Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFIC		ATIO	ON	Subject Taught	Daily Progra		am (time duration)		Remarks (For	
Employee No. (or Tax Identification Number - T.I.N.)		Sex				Degree / Post Graduate	Major/ Specialization		Minor	(include Grade & Section), Advisory Class & Other Ancillary Assignments	DAY (M/T/W/ TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes per Week	Detaile Indicate school/o	d Items, name of ffice, For thnicity)
											Av	e. Minutes	s per Day			

Ave. Minutes per Day

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