

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

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

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DEPARTMENT	OF EDUCATION

REPUBLIKA	NG PILIPHAS Sch	ool ID			Region		Division																		
	School	Name					District			School Year															
(A) Nationally-Funded Teaching & Teaching Related Items			(B) Nationally-Funded Non Teaching Items			tems (C) Other Appointments and Funding Sources					Other Appointments and Funding Sources														
Title of Plantilla Position (as appeared in the appointment document/PSIPOP) Number of Incumbent		Title of Plantilla Position (as appeared in the appointment document/PSIPOP)		Number of (Designati Incumbent contract/doc		e of Designation tion as appeared in the cument: Teacher, Clerk, y Guard, Driver etc.)	Appointment: (Contractual, Substitute, Volunteer, others specify)		Fund Source (SEF, PTA, NGO's etc.)		Numb Incun Teaching														
																EDUCAT	IONAL QUALIFICA	ATION	Cubic et Toursht	* D	aily Progr	am (time	duration)	Domar	k/s (For
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	Degree / Post Graduate	Major/ Specialization	Minor	- Subject Taught (include Grade & Section), Advisory Class & Other Ancillary Assignment	DAY (M/T/W/ TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes Assignment per Week	Detailed Indicate school/o	d Items, name of										
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5.1						EDUCATIONAL QUALIFICATION Subject Taught			Subject Taught	* Daily Program (time duration)			duration)	Remark/s (For								
Employee No. (or Tax Identification Number - T.I.N.) Name of School Personnel (Arrange by Position, Descending	ng) Sex	Fund Source				Nature of Appointment/ Employment Status	Degree / Post Graduate	Major/ Specialization	Minor	(include Grade & Section), Advisory Class & Other Ancillary Assignment	DAY (M/T/W/ TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes Assignment 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 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. 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:	

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