

## 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)

-		Sch	ool ID			Region		Division								
School Name								District					] 8	School Year		
(A) Nation	nally-Funded Teachin	g & Teaching	g Relate	ed Items	(B) N	lationally-Funde	ed Non Teaching	Items	(C ) Other Appointments and Funding Sources							
Title of Plantilla Position (as it appears in the appointment document/PSIPOP)  Number of Incumbent			Title of Plantilla Position			Number of	Title of Designation		Appointment: (Contractual,		Fund Source		Number of Incumbent			
						pears in the app document/PSIPO		Number of Incumbent	(as it appears in the contract/document: Teacher, Clerk, Security Guard, Driver etc.)		Substitute, Volunteer, others specify)		(SEF, PTA, NGO's etc.)		Teaching	Non- Teachin
										•						
Employee No. (or Tax Identification Number - T.I.N.)	Name of School F (Arrange by Position,		Sex	Fund Source	Position/ Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFICA		ATION Subject Taught		Daily Progra		am (time duration)		Remarks (For	
							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 Iter Indicate nam school/office, IP's -Ethnic	d Items, name of ffice, For
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											Av	e. Minute	s per Day			

Foreless	Name of School Personnel		Fund Source	Position/ Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFICATION			- Subject Taught	Da	aily Progra	m (time d	uration)	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	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:
(Signature of School Head over Printed Name)
Updated as of:
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