

epublic of the Philippine Department of Education Region V (Bicol) DIVISION OF CATANDUANES



July 2, 2015

ANDONOS SECTION

Division Memorandum No. 62, s. 2015

SUBMISSION OF SCHOOL FORMS NO. 4, 7 AND DIVISION FORMS NO. 1A AND 1B

TO: Heads, Public Elementary and Secondary Schools

1. To provide data for analysis to support information requirements for planning, budgeting, quality assurance, monitoring and evaluation and other decision-making activities at all levels of the education system, all School Heads/Principals will submit the following updated Division and School Forms. Copy of which are hereto attached. The format can also be downloaded from

1. SF 4 – due is on the first Friday of the following month, in four (4) copies

2. SF 7 – quarterly submission June, September, December and March, in four (4)

3. Division Forms 1a and 1b - due on July 15, 2015 (to avoid omission of personnel eligible for personnel benefits to be given by the agency (e.g. PBB, PEI, etc.))

Updated forms should be emailed to deped_catnes_rey@yahoo.com. Hardcopies should be directly submitted to SDO-SGOD Planning and Research Unit in four (4) copies. A copy of said forms should be furnished to the District Office.

3. For immediate dissemination, information and compliance.

Assistant Schools Division Superintendent Officer-In-Charge

To be indicated in the Perpetual Index under the following subjects:

Data

Form

EBEIS



School Form 4 (SF4) Monthly Learner's Movement and Attendance

(This replaces Form 3 & STS Form 4-Absenteeism and Dropout Profile)

GUIDELINES								No.	ELEMENTA										GRADE/ YEAR LEVEL			100
	TOTAL FOR	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE		ELEMENTARY/SECONDARY:										SECTION		School Name	COLING ON ANITON
TOTAL	TOTAL FOR NON-GRADED	GRADE 6/GRADE 12	GRADE 5/GRADE 11	GRADE 4/GRADE 10	GRADE 3/GRADE 9	GRADE 2/GRADE 8	GRADE 1/GRADE 7	KINDER											NAME OF ADVISER	,	And the control of th	
	-												100			tion and area		MFI	(As of End of the Month)	REGISTERED	The state of the s	
																		M	Daily Average	ATTENDANCE		
	DOMANA									TACTORING TO COLUMN								M F T	Percentage for the Month o	ANCE		
												1						M F T	(A) Cumulative as of Previous Month			
																		M F T	(B) For the Month	DROPPED OUT		
			1															M F T	(A+B) Cumulative as of End of the Month		Sch	
																		M F T	(A) Cumulative as of Previous Month	17	school Year	
																		M F T	(B) For the Month	TRANSFERRED OUT		
										•								MFI	(A+B) Cumulative as of End of the Month		Re	
																		M F T	(A) Cumulative as of Previous Month		Report for the Month of	
			7															M F T	(B) For the Month	TRANSFERRED IN	nth of	
									1									M F T	(A+B) Cumulative as of End of the Month			

Page ____ of ___ pages



School Form 7 (SF7) School Personnel Assignment List and Dasic Figure (This replaces Form 12-Monthly Status Report for Teachers, Form 19-Assignment List,

VOY2,		Form	29-Teacher Pro	gram and Form	Form 29-Teacher Program and Form 31-Summary Information of Teach	ormation of Te	acners)			
	School ID	45	Region		District				School Year	
A) Nationally-Funded Teaching & Teaching Related Items	ng Related Items	(B) Nati	onally-Funded	(B) Nationally-Funded Non Teaching Items	ems		(C) Other A	(C) Other Appointments and Funding Sources	unding Sources	
Title of Plantilla Position (as it appears in the appointment document/PSIPOP)	Number of Incumbent	Title (as it appe	Title of Plantilla Position (as it appears in the appointment document/PSIPOP)	ntment	Number of Incumbent	Title ((as it contract/docu	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 Teaching
					TOTAL OLA LEICATION			Daily Progra	Daily Program (time duration)	
Imployee Io. (or Tax Name of School Personnel Number- T.I.N.)	Sex Source	Position/ Designation	Nature of Appointment/ Employment Status	Degree / Post Graduate	Major/ Specialization	Minor	Subject laught (include Grade & Section), Advisory Class & Other Ancillary Assignments	DAY From (M/T/W/ (00:00)	Total Actual To Teaching (00:00) Minutes per Week	Detailed Items, Indicate name of school/office, For IP's -Ethnicity)
				Opening to the second s		ergannus contention in agreement and an accompany of the contention of the contentio				mana and merican shirth by company or make in the business of the state of the business of the
	CAMPAGNACIONAL COMPANIA PROPERTO DE LA COMPANIA PROPERTO DEL COMPANIA PROPERTO DE LA COMPANIA PROPERTO DE LA COMPANIA PROPERTO DEL COMPANIA PROPERTO DE LA COMPANIA PROPERTO DEL COMPANIA PROPERTO DE LA COMPANIA PROPERTO DE LA COMPANIA PROPERTO DEL COMPANIA PROPERTO DE LA							Ave. Minute	Minutes per Day	
	ACCOUNT OF THE PROPERTY OF T					CE DE LO TOTAL DE L'ATTE - METRICAL DE CONSESSEMENT		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		uthermologyer and extend dust mediospoods
								Ave. Minute	Minutes per Day	
								Ave. Minutes per Day	es per Day	the general periodic in

-				- Andrews			NICOSTE L. CONTO		- Nove	IND. (OF lax Identification Number - T.I.N.)	Employee
The state of the s			#07900 Stranggaga (888a)	POLICE AND A TAY STOCKED	1					Name of School Personnel (Arrange by Position, Descending)	
Salta a	Principle of the one age again.	M-1700-00-10-10-10-10-10-10-10-10-10-10-10-1	Planta de la populaçõe de la p	CONTRACTOR OF SURFACE AND SURF	EVALUATION AND	Windstein Grand Control of the Contr	es Operation is constitution to	A AMAZINE KARANI PAMA TARAPATAN KARANI		Sex	
- Carrie	TO THE PERSONAL COMPANY OF THE PERSONAL PROPERTY OF THE PERSONAL PROPER		CONTRACT OF STATE OF	estativo estatista materiale		and the second s	TANKA TO LOCALIZATION	. •		Fund Source	4
		DECRE DANGE Y COME OF THE PROPERTY OF	action publicant accordances	- Alberta December 1		and the 172200 ACTIVITIES and receive 1822 and the 1822 a	entans denotes de secue	ONE STATE OF THE CONTRACT OF T		Position/. Designation	
		and the state of t	No real to the state of the sta	and stated over the latest and a latest			III SONO VILLIANINE SONO SONO SONO SONO SONO SONO SONO SO	and the state of t		Appointment/ Employment Status	Nature of
	THE PROTECTION SECURITION OF THE PROTECTION OF T		Managara (Ruby Charles on p in res	The second secon		AND THE CONTRACT OF THE CONTRA			A COLUMN TO THE PARTY OF THE PA	Degree / Post Graduate	EDUCA
			NO TRESENTANTIMENT NATIONAL PROPERTY NATIONAL PR	SEATTIME AND THE REPORTED		- The state of the				Major/ Specialization	EDUCATIONAL QUALIFICATION
Series and the series	THE RESIDENCE OF THE PERSON OF		The state of the s	a production of the second		and the state of t		A CALLED CONTROL OF THE CONTROL OF T		Minor	ATION
TOTAL MANAGEMENT AND THE PROPERTY OF THE PROPE				,						(include Grade & Section), Advisory Class & Other Ancillary Assignments	Subject Taught
Ave. I		Ave.	TAXABLE AND SOLVEN	Epithinan Lauren	Ave.	AMARIAN CONTRACTOR OF CHARLES	Average and the second			DAY (M/T/W/ TH/F)	Da
Ave. Minutes per Day	Conservation and options are necessary and	Minutes per Day			Ave. Minutes per Day		Ave. Minutes per Day			From (00:00)	Daily Program (time duration)
ar Day	100 mm 101 mm 101 mm 100 mm	er Day	MANAGEM IN AND RESERVED.		per Day		per Day			(00.00)	m (time du
			Manager Manager Medical Property Medical		M PO LT BOOM	DOME OF THE ATTENDED CONTINUED POSITION AND THE			3000	er er	ration)
			PARTINA PER ELECTRICADO A ELECTRICADO A EL	and the second s						Remarks (For Detailed Items, Indicate name of school/office, For IP's -Ethnicity)	

- updated Form 19 must be submitted to the Division Office. 1. This form shall be accomplished at the beginning of the school year by the school head. In case of movement of leachers and other personnel during the school year, an
- 4. Please reflect subjects being taught and if teacher handling advisory class or Ancillary Assignment. Other administrative duties must also reported. 2 All suthool 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.
- 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

Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES Virac

LIST OF TEACHING AND NON-TEACHING PERSONEL (Form 1a) School Year 2015-2016

As of

Address school/District:

						H				90
								2	(Surname/Name/Middle Name)	Name
juda Kara								(1907) od deck i balanyay/Municipal)	(NO /Stroot/ Barrier A.	Residential Address
1								4	Gender)
								S	Civil Status	
								(mm/dd/yyyy)	Gender Civil Status	Date of Birth
				The state of the s				7	Number	
10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								Number (TIN)	Identification	Тах
								e. Erigibity	Civil Service	
			,					Artairment	Highest Educational	
								ary	Specialization for	2
					Charles		12	Number	PRC License	

Certified true and correct:

School Head