



Republic of the Philippines
 Department of Education
 Region V(Bicol)

SCHOOLS DIVISION OF CATANDUANES
 Virac, Catanduanes

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LEASED

Division of Catanduanes

RECORDS SECTION

Date: MAR 06 2019
 Time: 4:10 P.M.
 Initial/Signature: [Signature]

MEMORANDUM

TO : Public Schools District Supervisors
 School Heads of Public Elementary and Secondary Schools
 Coordinators, Registrars and Administrative Assistants II
 All Others Concerned

FROM : 
SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

SUBJECT: **SUBMISSION OF SCHOOL FORM 7 (SCHOOL PERSONNEL ASSIGNMENT LIST AND BASIC PROFILE) FOR THE TEACHER WORKFORCE STUDY**

DATE : March 6, 2019

In connection with the memorandum from Usec. Jesus L.R. Mateo on the same subject, please submit accomplished School Form 7 (SF7) (School Personnel Assignment and Basic Profile) for SY 2018-2019.

Please take note of the following in accomplishing said form:

1. The Schools will accomplish school forms (in MS Excel format) and submit the electronic files to Planning and Research Unit or thru email address: rey.bonayon@deped.gov.ph.
2. All submissions shall be in MS Excel format and submitted electronically, with one separate sheet for elementary, JHS and SHS. **The official SF7 MS Excel template – with no modifications – shall be the only format to be used.**
3. Each MS Excel file for school be saved using the following file name format: **SF7_<school name>_<school ID number>**.

For your compliance.