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.