



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



JAN 18 2017

RELEASED
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DIVISION MEMORANDUM

No. 31, s. 2017

**ONLINE SUBMISSION OF SCHOOL PERSONNEL ASSIGNMENT LIST AND
BASIC PROFILE SCHOOL FORM 7 (SF7)**

**To : All Public and Private Elementary Schools
Public and Private Secondary Schools
Public and Private Senior High Schools**

1. As of January 13, 2017, several schools have submitted their School Form 7 (SF7) on time. Forms were compiled and only 55 public schools and 26 private schools submitted for School Year 2016-2017. Out of these, only 8 schools submitted their updated forms.
2. In view of this gap, all schools are required to submit their updated SF 7 online (no need for hard copies) using Google sheets for SY 2016-2017 starting February 1 to 15, 2017 and the succeeding school years thereof.
3. Google sheets are updated/edited by the concerned school and shared to the Planning and Research Section. This ensures efficiency of reporting to any requesting agency/party.
4. Please provide us the approved DepEd official email (*@deped.gov.ph*) or gmail of the School Head and LIS Coordinator through facebook messenger at "PlanResearch Section Baguio" or call 446-6738.
5. For the descriptions and other instructions of entries, please refer to Enclosure of this Memorandum.
6. Immediate and wide dissemination of this Memorandum is desired.


ATTY. AUGUSTIN P. LABAN III
Attorney III
OIC - Schools Division Superintendent

Enclosure to Division Memorandum No. 31, s. 2017

INSTRUCTIONS:

1. Sign in your gmail / DepEd account.
2. Open the link provided.
3. Fill out all the necessary information in the SF 7 template with the addition of three important details below in red boxes.

Date as of: - The date when you last updated the form.

Updated By: - Name of the Principal, School Head or LIS Coordinator

Position/Designation: - Select using the drop down button.

School Form 7 (SF7) School Personnel Assignment List and Basic Profile									
<i>(This replaces Form 12-Monthly Status Report for Teachers, Form 19-Assignment List, Form 29-Teacher Program and Form 31-Summary Information of Teachers)</i>									
School ID		Region		Division		Date as of :			
School Name				District		School Year			
Updated By:		Position/Designation:		Others, Please Specify...					
(A) Nationally-Funded Teaching & Teaching Related Items			(B) Nationally-Funded Non Teaching			(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 (as it appears in the appointment document/PSPOP)	Incumbent	Position/Designation		Appointment (Contractual, Substitute, Volunteer, others specify)	Fund Source (SEF, PTA, NGO's etc.)	Number of Incumbent	
				Number of	as it appears in the contract/document Teacher, Clerk, Security Guard, Driver etc.)			Teaching	Non-Teaching

4. Important: Update the form for any changes of personnel assignments and/or their basic profile.
5. Do not forget to Save file.
6. Unupdated SF 7 means no changes of personnel, thus, considered final as to statistical reporting for purposes of benefits (if any), programs, teacher deployment, among others.