



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



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BAGUIO CITY
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DIVISION MEMORANDUM

No. 427, s. 2018

**Modified Submission of School Personnel Assignment List And
Basic Profile School Form 7 (SF7) for Private Schools**

**To : All Private Elementary Schools
Private Junior High Schools
Private Senior High Schools**

1. In relation to Division Memo No. 31 S. 2017 entitled Online School Personnel Assignment List and Basic Profile School Form 7 (SF7), only 67% Private Elementary Schools, 37% Private Junior High Schools, and 19% Private Senior High Schools complied for School Year 2017-2018 as of 6 December 2017.
2. As part of the ongoing paperless data gathering mechanism towards enhancing efficiency of educational planning report, the submission of **School Personnel Assignment List and Basic Profile School Form 7 (SF7) of the private schools will be moved from Google Sheet to Google Form effective School Year 2018-2019.**
3. Access the Google Form for the Private Modified School Form 7 School Year (SY) 2018-2019 / Private School Teacher Inventory through <https://tinyurl.com/privateteacherinventory> using school private school Gmail accounts. Refer to Enclosure No. 1 of this Memorandum for important notes.
4. Due for submission of Private School Modified School Form 7 will be on **31 October 2018**. For more inquiries, schools may call the office at 446-6738.
5. Immediate and wide dissemination of this Memorandum is desired.


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Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____, s. 2018

Important Notes

1. Access the provided link using school Gmail account. Please note that the link is subject to change per school year. Updated link per school year will be sent to school Gmail accounts.
2. Select from the provided Curricular Offering Classification (COC) of school based from the Enhanced Basic Education Information System (EBEIS).
3. All items with asterisk (*) must be filled in before clicking the 'submit' button.
4. Assess the general grade classification of school teachers, each teacher will be counted only once in a specific grade level. For cases of teachers teaching two levels (e.g. Teacher of JHS at the same time teacher of SHS), weigh the bulk of teaching loads per grade to classify them. Do not count a teacher twice.
5. For all grade levels especially in the Senior High Schools, input zero (0) if you don't have teachers for other grade levels/tracks/strands in order to proceed to submission.
6. Total number of teachers per sex (male, female) must tally with the total number of teachers per grade level.