



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

October 20, 2021

DIVISION MEMORANDUM
No. 437, s. 2021

SUBMISSION OF SCHOOL FORMS FOR SCHOOL YEAR 2021-2022

**To : Public Schools District Supervisors
School Heads of Public and Private Elementary, Secondary
and Integrated Schools
Schools Heads of SUC/LUC
District Planning Coordinators
District and School ICT Coordinators**

1. In view of the adoption of the new, standardized and modified school forms, as indicated in DO 4, s. 2014, DO 58, s. 2017 and DM 14, 2021, this Office hereby announces the following timelines for the submission of the duly accomplished soft copy of SF4 and SF7:

School Form	Where to Submit <i>Note : This link is intended for District Planning Coordinators Only</i>	Date as of :	Deadline
School Form 4 (SF4)	Accessed thru these links : Public Elementary and Secondary https://tinyurl.com/32uzd7h9 Private and SUC/LUC : https://tinyurl.com/yjpkw3d	November 30, 2021	December 10, 2021
		February 28, 2022	March 08, 2022
		May 31, 2022	June 10, 2022
		June 24, 2022	July 08, 2022
School Form 7 (SF 7) <i>For public schools only</i>	https://tinyurl.com/yjpkv3jd	October 31, 2021	November 11, 2021

2. School Form 7 can be updated every month if ever there are movements of personnel.



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3. All School Forms shall be submitted directly to the District Planning Coordinators before the deadline for consolidation.
4. Enclosed are the Modified School Form 4 and School Form 7.
5. Immediate and wide dissemination of and compliance with this Memorandum are directed.


MIGUEL MAC/D. APOSIN EDD, CESO V
Schools Division Superintendent 

Enclosures : As stated
References : DepEd Order (Nos. 4, 2014, 58, 2017)
DepEd Memorandum 14, 2021
Allotment : 1-2 (R.O. 12-94)

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

**BASIC EDUCATION
LEARNERS**

**DATA
REPORTS**

**FORMS
TEACHERS**



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

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

School ID			Division		District	
School Name			School Year			Report for the Month of

GRADE/ YEAR LEVEL	SECTION	NAME OF ADVISER	REGISTERED LEARNERS (As of End of the Month)	ATTENDANCE			No Longer Participating In Learning Activities						TRANSFERRED OUT			TRANSFERRED IN											
				Daily Average			(A) Cumulative as of Previous Month		(B) For the Month		(A+B) Cumulative as of End of the Month		(A) Cumulative as of Previous Month			(B) For the Month			(A+B) Cumulative as of End of the Month								
				M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Kinder	ALITARTAP																										
Grade 1	MAAGAP																										
Grade 2	MATYAGA																										
Grade 3	MATULLUNGIN																										
Grade 4	DHARITY																										
Grade 5	FAITH																										
Grade 6	INTEGRITY																										
ELEMENTARY:																											
	Kinder																										
	Grade 1																										
	Grade 2																										
	Grade 3																										
	Grade 4																										
	Grade 5																										
	Grade 6																										
	TOTAL																										

Mortality (Death)

Previous Month/s	For the Month	Cumulative as of End of Month
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Prepared and Submitted by:

(Signature of School Head over Printed Name)

Generated thru LIS



School Form 7 (SF7) School Personnel Assignment List and Basic Profile

(This replaced Form 12-Monthly Status Report for Teachers, Form 19-Assignment List, Form 29-Teacher Program and Form 31-Summary Information of Teachers)



School ID Region Division
 School Name District School Year

(A) Nationally-Funded Teaching & Teaching Related Items		(B) Nationally-Funded Non Teaching Items		(C) Other Appointments and Funding Sources				
Title of Plantilla Position (as appeared in the appointment document/PSIPOP)	Number of Incumbent	Title of Plantilla Position (as appeared in the appointment document/PSIPOP)	Number of Incumbent	Title of Designation (Designation as appeared 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

Employee No. (or Tax Identification Number - TIN)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section), Advisory Class & Other Ancillary Assignment	* Daily Program (time duration)				Remarks (For Detailed Items, Indicate name of school/office, For IP's -Ethnicity)	
						Degree / Post Graduate	Major/ Specialization	Minor		DAY (M/T/W/TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes Assignment per Week		

GUIDELINES:

- This form shall be accomplished at the beginning of the school year by the school head. In case of movement of teachers and other personnel during SY, updated Form 19 must submit to the Division Office
- All school 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. This form shall also serve as inventory list of school personnel
- Please reflect subjects being taught and if teacher handling advisory class or Ancillary Assignment. Other administrative duties must also reported.
- * Daily Program Column is for teaching personnel only.

Submitted by: _____
 (Signature of School Head over Printed Name)
 Updated as of: _____
 School Form 7, Page 2 of _____