



Department of Education  
Region 6-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
City of Kabankalan

Tel. No. (034) 471-2003

Fax No. (034) 471-2003

E-mail: [Kabankalan.001@deped.gov.ph](mailto:Kabankalan.001@deped.gov.ph)

**DIVISION MEMORANDUM**

No. 40, s. 2019

**TO: CHIEFS OF CID AND SGOD  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

**FROM: MA. LORLINIE M. ORTILLO, CESO VI**  
Schools Division Superintendent

**SUBJECT: SUBMISSION OF UPDATED SCHOOL FORM 7 (School Personnel Assignment List and Basic Profile) for the Teacher Workforce Study**

**DATE: MARCH 6, 2019**

1. In connection with the memorandum from the Undersecretary of Education for Planning Service and Field Operations, all public school heads must submit School Form 7 (SF7) (***School Personnel Assignment List and Basic Profile***) in hard and electronic copy to the Planning and Research Unit on or before March 8, 2019 for consolidation and submission to DepEd- Planning Service.
2. As mentioned in the memorandum, this is in connection with the Teacher Workforce Study being conducted with support from the Asian Development Bank (ADB). This study is to inform DepEd's policies and programs related to career pathing, teacher professional development, and in-service training, and teacher demand by specialization.
3. All submissions shall be in **MS Excel format and submitted electronically. The official SF7 MS Excel template**- with no modifications- shall be the only format to be used.
4. **MS Excel file for each school shall be saved using the following file name format:** SF7\_<school name>\_<school ID number>. For example, if the school name is Jose Rizal Elementary School and school ID number is 234789, the file name shall be: SF7\_Jose Rizal Elementary School\_234789
5. Immediate dissemination of and compliance with this memorandum is desired.