



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

October 18, 2021

**DIVISION MEMORANDUM**

No. 232, s. 2021

To: Assistant Schools Division Superintendents  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**SCHOOL FORM 7 (SF 7) AND CLASS PROGRAM EVALUATION TOOL**

1. In order to check the premeditated number of hours of teachers per DepEd Memorandum No.291, s.2008 and in support to the previously released Division Memorandum No.221, s.2021 pertaining to the transfer of excess teachers, this Office releases the School Form 7 and Class Program Evaluation Tool.
2. Enclosure No.1-2 pertains to the suggested signatories and format of School Form 7 and Class Program per DepEd Order Nos. 004, s.2014 and 58, s.2017, and Regional Memorandum No.196, s.2020 while Enclosure No.3 contains the School Form 7 and Class Program Evaluation Tool.
3. Updated copies of SF 7 and Class Program shall be submitted to PSDSes for the elementary level and to the Division Supervisors for the secondary level on or before October 29, 2021. Once checked, it will be submitted to the Division Office for approval of the Schools Division Superintendent.
4. The Division Education Program Supervisors (DEPS) are instructed to check and evaluate the SF 7 and Class Program of the secondary schools while the Public Schools District Supervisors (PSDSes) are assigned to assess the aforesaid documents of the elementary schools. They are also tasked to submit to the OSDS and CID Office the consolidated reports containing the findings and recommendations (*see Enclosure No.4*) on or before November 13, 2021.
5. The approved SF 7 and Class Program shall be consistently implemented by the elementary and secondary school heads. This Office shall take legal actions for any misrepresentation on the abovementioned documents per DepEd Order No.49, s.2006.
6. Compliance with and wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





**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
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Employee No. (or Tax Identification Number - T.I.N.)	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 IPs -Ethnicity)				
						Degree / Post Graduate	Major/ Specialization	Minor		DAY (M/T/W/TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes Assigned per Week					
Ave. Minutes per Day																		
Ave. Minutes per Day																		
Ave. Minutes per Day																		

(A) Nationally-Funded Teaching & Teaching Related Items	(B) Nationally-Funded Non Teaching Items	(C) Other Appointments and Funding Sources
Title of Planilla Position (as appeared in the appointment document/PS/POP)	Title of Planilla Position (as appeared in the appointment document/PS/POP)	Title of Designation (Designation as appeared in the contract/document: Teacher, Clerk, Security Guard, Driver etc.)
Number of Incumbent	Number of Incumbent	Appointments: (Contractual, Substitute, Volunteer, others specify)
		Fund Source (SEF, PTA, NGO's etc.)
		Number of Incumbent (Teaching / Non-Teaching)

Employee No. (or Tax Identification Number - T.I.N.)	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 I.P.'s -Ethnicity)
						Degree / Post Graduate	Major / Specialization	Minor		DAY (M/T/W/TH/F)	From (00:00)	To (00:00)	
									Ave. Minutes per Day				
									Ave. Minutes per Day				

**GUIDELINES:**

1. 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.
2. 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.
3. Please reflect subjects being taught and if teacher handling advisory class or Ancillary Assignment. Other administrative duties must also be reported.
4. \* Daily Program Column is for teaching personnel only.
5. The approved SF 7 shall be consistently implemented by the elementary and secondary school heads. The Legal Office shall take lawful actions for any misrepresentation on the abovementioned document per DepEd Order No.49, s.2006.

Certified Correct and Implemented:

Checked by:

Approved by:

(Signature of School Head over Printed Name)

(Signature of PSDS/DEPS over Printed Name)

**ZENIA G. MOSTOLES, EDD, CESO V**

Updated as of: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Time Allotment	No. of Minutes	Monday	Tuesday	Wednesday	Thursday	Friday

**Reminders:**

1. This Class Program shall be accomplished at the beginning of the school year by the School Head. Updated copies shall be submitted to the Division Office.
2. This Class Program shall be consistently implemented by the elementary and secondary school heads. The Legal Office shall take lawful actions for any misrepresentation on the abovementioned document per DepEd Order No.49, s.2006.

Certified Correct and Implemented:

Checked by:

Approved by:

\_\_\_\_\_  
 (Signature of School Head over Printed Name)

\_\_\_\_\_  
 (Signature of PSDS/DEPS over Printed Name)

**ZENIA G. MOSTALES, EDD, CESO V**

Updated as of: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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Enclosure No.3 to the Division Memorandum No. 282, s.2021

**EVALUATION TOOL FOR THE SCHOOL FORM 7 AND CLASS PROGRAM**  
 School Year 2021-2022

**Objective:** To evaluate the contents of the Schools Form 7 and Class Program in line with the premeditated policies on its preparations and accomplishment.

NAME OF SCHOOL: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_  
 NAME OF SCHOOL HEAD: \_\_\_\_\_ SCHOOL ID: \_\_\_\_\_  
 LEVEL:  KINDER  ELEMENTARY  JUNIOR HS  SENIOR HS

Directions: Please put a check mark/answer the column that corresponds to your observation.

Total Enrolment \_\_\_\_\_ as of \_\_\_\_\_

**A. ENROLLMENT DATA**

1. Elementary

Grade Level	Male		Female		Total	Remarks
	SY 20-21	SY 21-22	SY 20-21	SY 21-22		
Kinder						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Total						

2. Junior High School

Grade Level	Male		Female		Total	Remarks
	SY 20-21	SY 21-22	SY 20-21	SY 21-22		
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Total						

3. Senior High School

Grade Level	Male		Female		Total	Remarks
	SY 20-21	SY 21-22	SY 20-21	SY 21-22		
Grade 11						
Grade 12						
Total						





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**B. SCHOOL FORM 7 (SF 7)**

Rating Scale: Numerical - Descriptive Rating

- 5 – Very Highly Evident
- 4 – Highly Evident
- 3 – Moderately Evident
- 2 – Slightly Evident
- 1 – Not Evident

No.	Item Statements	5	4	3	2	1
1	The data on nationally-funded teaching and non-teaching items are properly filled-out.					
2	The data on nationally-funded teaching and non-teaching items stated in SF 7 appear on the school PSIPOP.					
3	The data on the other personnel including contractual and job order clerk, driver, security guard, and other personnel are stated in SF 7.					
4	The employee numbers of the school personnel are correct.					
5	The name of school personnel and gender are properly arranged by position and listed from the highest rank down to the lowest.					
6	The position, fund source, and the nature of appointment of the school personnel are accurately stated.					
7	The educational qualifications of the school personnel are fittingly stated and tally with their File 201.					
8	The subject taught that includes the grade and section, advisory class, and other ancillary assignment and other administrative duties are correctly and genuinely stated.					
9	The daily program time duration that includes the specific days, time, and the total of actual teaching minutes per week is correctly stated in SF 7.					
10	The school head prioritizes full teaching loads of teachers over special assignments stated in SF 7.					
11	The advisorship and/or special assignments for the entire school year of teachers stated in the SF 7 are combined and considered as <b>one teaching load</b> .					
12	The "Remarks" part that pertains to the information whether the school personnel is detailed, borrowed or assigned to/from a particular school is suitably specified.					
13	The teaching loads and subject taught are suitably given to the teachers in line with their area of specialization.					
14	The teaching hours given to teachers complies with the mandates of DepEd Memorandum No.291, s.2008 (360 minutes/week)					
15	The teaching loads of the Elementary and JHS teachers are properly distributed considering their individual development competencies on IPCRF.					
16	The Elementary and JHS Master Teacher is given full teaching loads.					





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17	The SHS teaching loads are distributed based on the track, strands, and subject group.					
18	The SHS Master Teacher designated as Subject Group Head is given at least 3 and not more than 5 teaching loads alongside their supervisory work based on DepEd Order No.19, s.2016 Letter E 2.a. (page 56).					
19	The teachers with teaching loads in JHS or SHS are properly stated.					
20	The signature of the school head is affixed certifying the veracity and authenticity of the contents of the School Form 7.					
21	The School Form 7 is printed in clear copies with label.					

Average Numerical rating: \_\_\_\_\_ Descriptive Rating: \_\_\_\_\_

**C. CLASS PROGRAM PER SECTION**

Rating Scale: Numerical - Descriptive Rating

- 5 – Very Highly Evident
- 4 – Highly Evident
- 3 – Moderately Evident
- 2 – Slightly Evident
- 1 – Not Evident

No.	Item Statements	5	4	3	2	1
1	The class program contains the specific grade level, section, and details of the class.					
2	The class program contains the prescribed specific time and day and is presented in tabular form.					
3	The grade level, subjects, day, and time in the class program are aligned with the updated copy of School Form 7.					
4	The class program contains the required number of minutes per learning area.					
5	The class program satisfies the prescribed number of minutes stated in Deped Order No. 11, s.2019.					
6	The class program is aligned with sample class program stated in the Division Memorandum No.131, s.2020 and Regional Memorandum No.196, s.2020.					
7	The class program satisfies the prescribed number of minutes					
8	The class program indicates the different learning modalities to be used including modular, online, radio, TV, and the like.					
9	The class program contains the specific schedule of synchronous and asynchronous sessions.					
10	The class program includes the schedule of homeroom guidance program.					
11	The class program is prepared depending on the situation of the school per Regional Memo No.196, s.2020.					





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12	The class program is printed in clear copies with label.					
13	The signature of the school head is affixed certifying the veracity and authenticity of the contents of the class program.					

Average Numerical rating: \_\_\_\_\_ Descriptive Rating: \_\_\_\_\_

Conferred with:

Evaluated by:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
PSDS/DEPS

*Note: This Evaluation Tool once accomplished shall be submitted by the PSDS/DEPS to the CID Office on or before November 13, 2021.*







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Enclosure No.4 to the Division Memorandum No. 232, s.2021

**CONSOLIDATED REPORT ON THE EVALUATION  
OF SCHOOL FORM 7 AND CLASS PROGRAM**

School Year 2021-2022

*(To be accomplished by PSDS/DEPS)*

No.	School	District	Findings	Recommendations
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Prepared by:

\_\_\_\_\_  
PSDS/DEPS

*Note: This consolidated report on findings and recommendations once accomplished shall be submitted by the PSDS/DEPS to the CID Office on or before November 13, 2021.*