



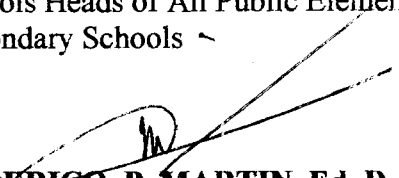
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570; (074)422-2001



DIVISION MEMORANDUM

No. 073 . 2015^s 2015

TO: Schools Heads of All Public Elementary and Secondary Schools ~

FROM: 
FEDERICO P. MARTIN, Ed. D.
Officer In-Charge
Office of the Schools Division Superintendent

SUBJECT: Submission of List of All Teaching and Non-Teaching Personnel Profile by School

DATE: July 13, 2015

1. Relative to the modified school forms, particularly School Form 4 (SF 4) and School Form 7 (SF 7) which you are to submit this beginning of School Year 2015-2016, you are also required to accomplish the attached forms on the List of All Teaching and Non-Teaching Personnel Profile by School.
2. It is requested that List of All Teaching and Non-Teaching Personnel Profile by School reports be accomplished by months ending July, November and March annually and be submitted to the Schools Division Office care of the Planning Section on or before the 5th day of August, December and April.
3. Prompt compliance hereon is advised.

LIST OF ALL TEACHING AND NON-TEACHING PERSONNEL PROFILE BY SCHOOL

MONTH: _____

DIVISION: **BENGUET**

DISTRICT: _____

SCHOOL: _____

NAME OF PERSONNEL (Surname, First Name, Middle Name)	HOME RESIDENCE ADDRESS	SEX	BIRTH DATE (MM, DD, YYYY)	POSITION TITLE	TAX IDENTIFICATION NUMBER (TIN)	EMPLOYMENT STATUS (Permanent, Contractual, Vacant, etc.- indicate if On Leave and kind of Leave)	SOURCE OF SALARY (National, PSB, MSB, PTA, etc.)	REMARKS (Please indicate the school where detailed to or detailed from)
A. List School Plantilla Personnel (Filled/Unfilled, arrange by position-descending):								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
B. List of Locally Paid Personnel:								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Please use additional sheets if necessary.

NAME OF PERSONNEL (Surname, First Name, Middle Name)	HOME RESIDENCE ADDRESS	SEX	BIRTH DATE (MM, DD, YYYY)	POSITION TITLE	TAX IDENTIFICATION NUMBER (TIN)	EMPLOYMENT STATUS (Permanent, Contractual, Vacant, etc.- Indicate if On Leave and kind of leave)	SOURCE OF SALARY (National, PSB, MSB, PTA, etc.)	REMARKS (Please indicate the school where detailed to or detailed from)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Please use additional sheets if necessary.

Certified True and Correct by:

School Head: _____

Signature Over Printed Name

Designation: _____

Date: _____

Note:

This report is due to Schools Division Office-Benguet, Planning Section on or before the 5th day of August, December and March annually.