



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

04 AUG. 2020

DIVISION MEMORANDUM
 No. 179 s. 2020

**SUBMISSION OF SCHOOL FORM 7 (SF 7)
 SCHOOL PERSONNEL ASSIGNMENT LIST AND BASIC PROFILE**

To: Chief Education Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. To ensure school readiness for the Beginning of School Year (BOSY) 2020-2021, this office requests school heads to submit School Form 7 (SF 7) School Personnel Assignment List and Basic Profile on or before August 7, 2020.
2. Please use the following codes in the assignment of teachers:
 - 2.1. **NCP** for Newly Created Positions
 - 2.2. **Teacher X** for schools with teacher shortages/needs
3. For more clarifications in accomplishing the SF 7, you may send queries to marife.lagar@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.

ANIANO M. OGAYON, CESO V
 City Schools Division Superintendent



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