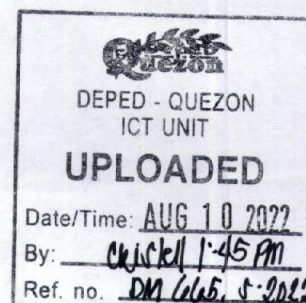




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2022

DIVISION MEMORANDUM

DM No. 1665, s. 2022

PLANNING PARAMETERS ON TEACHERS AND SUBMISSION OF SCHOOL FORM 7

To: Assistant Schools Division Superintendents
Division/Section Chiefs
Public Schools District Supervisors
School Head -in-Charge of Governance and Operations
Public Elementary and Secondary School Heads
All Others Concerned

1. Based on Enhanced Planning Parameters as stated in DepEd Memorandum DM-HROD-2022-0635, the Division of Quezon has large numbers of excess teachers over shortages, to wit:

Level	Excess	Shortage
Elementary	1,180	284
Junior High School	765	409
Senior High School	12	594

2. On the other hand, using the Inter-Quartile Ratio computation, it is found out that there are 3,285 elementary teachers that are in the most favored quartile (Quartile 1 - lower teacher-learner ratio) while there are 1,957 in the least favored quartile (Quartile 2 - higher teacher-learner ratio). Meanwhile, there are 977 JHS teachers and 554 SHS teachers that are in the most favored while there are 1957 JHS and 278 SHS teachers are in the least favored quartile which means that teachers in Q1 has two times as much teacher resources as compared to the teachers in Q4.
3. The above mentioned conditions/situations implied that there are imbalances in the deployment of teacher resources which must be **properly addressed** following DepEd Order No. 22, s. 2013 *Re: Revised Guidelines on the Transfer of Teachers from One Station to Another.*

DEPEDQUEZON-TM-SDS-04-009-003



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4. **On Teacher Requirement Analysis (TRA)**, the following instruction shall be followed:
- a. Schools Division Office (SDO) shall furnish copy of TRA which shall serve as guide to check the teacher shortages and excesses across schools, districts and Schools Division. Attached also is the explanation on Planning Parameters.
 - b. The School Heads shall use the TRA template as guide for class organization and teacher requirements for SY 2022-2023 onwards or until such time that a new template/planning parameters will be provided.
 - c. The TRA and the template can be accessed thru <https://tinyurl.com/TRASDOQuezon>.
 - d. To address the gaps within the school and schools district, the PSDSs and ShiGOs shall conduct coordination meeting with all affected School Heads taking into considerations what is stipulated in DO 22, s. 2013 and DepEd Memorandum no. 291, s. 2008 and other relevant issuances.
 - e. The outcome of the coordination meeting shall be submitted for validation to the SGOD - Planning and Research (PAR) Section and approval to the Office of the Schools Division Superintendent (OSDS) **on or before October 17, 2022**. Documents shall consist of Minutes of Meeting signed by all attendees, Declaration of excess items and Mapping of declared excess teachers.
 - f. No request for additional elementary and Senior High School teacher items shall be indorsed to higher governance level when there are unfilled positions and excess items within the schools district/minucipality that have not been properly addressed.
 - g. For JHS with excess teachers, deployment to SHS department of the same school or to other schools with acute shortage of Junior High School teachers is advised. Proper coordination with the Schools Division Office shall be done.
 - h. In the case of Junior High Schools with acute shortages based on official enrollment, request letter for additional teacher (addressed to the SDS) with attached cost-benefit analysis shall be submitted to SGOD - PAR on before **October 3, 2022** for **possible indorsement** to higher governance level.
 - i. The SGOD- PAR will compile all the requests and facilitate their one-time endorsement. Late submission will be returned to the requesting schools.
5. Relevant to class organization and assignment of school personnel, public school heads are advised to furnish the Division Office thru the School Governance and Operations Division -

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Planning and Research Section and OSDS – Personnel Section copy of School Forms 7 for School Year 2022-2023 *in the context of full implementation of In-Person classes.*

6. **On submission of School Form 7 (SF7)**, the following instruction shall be followed:

a. The schedule of submission is as follows:

Document Type	Submission from School to Schools District	Submission of Consolidated Copies from Schools District to Division Office
SF7 – Spreadsheet (.xls)	September 26, 2022	October 7, 2022
SF7 – Scanned or Converted PDFFile with Legit E-Signature (strictly in landscape orientation)	September 26, 2022	October 7, 2022

- b. For integrated schools, separated SF7 file and hardcopy shall be prepared for Elementary, Junior High and Senior High Schools.
- c. For those offering Senior High Schools, SF7 shall cover 1st and 2nd SEM and shall be reflected in one file/worksheet.
- d. If non-teaching personnel is available in the school like Administrative Officer/ Administrative Assistant or Clerk, teacher assigned to administrative/clerical tasks must be relieved from this duty and reassigned them to non-teaching personnel with proper documentation/designation and supervision.
- e. District Supervisors shall provide technical assistance to school heads in determining the teaching loads and assignments of public school teachers as prescribed in DepEd Memorandum No. 291, s. 2008. Hardcopies shall be filed in schools.
- f. School Head-in-Charge of Governance and Operations thru the designated administrative personnel or staff shall consolidate the spreadsheet and PDF file after the TA provided by the PSDS.
- g. If there are changes in the school personnel or there is an update on data after the submission date, the school can update its SF7 and the School Head -in-Charge of Governance and Operation shall facilitate the consolidation and online submission to the Division Office.
- h. In the preparation of SF7, please see attached Data Dictionary based on DepEd Order No. 4, s. 2014 and DepEd Order 58, s. 2017 for guidance.
- i. All items shall be properly filled-out with necessary data to avoid return of the said forms.

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- j. School Heads may coordinate with the Planning and Research staff for any technical assistance specially schools with borrowed or detailed personnel or other issues.
- k. Consolidated hardcopy shall be submitted thru the Records Section for compilation at the Planning & Research Office while the consolidated spreadsheet copies (excel) and scanned copy of SF7 shall be sent thru sdo.quezon.planning@deped.gov.ph and sdo.quezon.personnel@deped.gov.ph using the following format:

Email Subject: School Form 7 Name of District
File Name: SF7_ Curricular Level_District_Name of School_School ID

Ex.

Email Subject: School Form 7 Agdangan

File Name:

SF7_Elementary_Agdangan_Binagbag ES_108945

SF7_JHS_Agdangan_Elias Salvador NHS_301321

SF7_SHS_Agdangan_Elias Salvador NHS_301321

- l. **Individual school and incomplete submission is highly discouraged.**
- 7. For technical assistance on Planning Parameters and School Form 7 please reach the Division Focal via TELE-TA (in Zoom) <https://tinyurl.com/Tele-TA>.
- 8. Wide dissemination and strict compliance with this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer – in – Charge
Office of the Schools Division Superintendent



Annex A
Enhanced Planning Parameters

I. Computation of Class Organization

1. Kindergarten (Min 25, Max 30)

Program

1. If Kinder is zero, zero.
2. If Kinder is greater than zero, but less than the minimum standard (25), 1;
3. If Kinder is greater than the minimum standard (25) but less than or equal to 100, round down $\text{kinder}/30 +$ if the remainder of $\text{kinder}/30$ is greater than 10, add 1, if not, add zero;
4. If Kinder is greater than 100, round down $\text{Kinder}/30 +$ if the remainder of $\text{kinder}/30$ is greater than or equal to 15, add 1, if not, add zero.

2. Grade 1-3 (Min 30, Max 35)

Program

1. If G1 = zero, zero.
2. If Multigrade (1&2) is at most 25 then 1, zero.
3. If G1 is greater than zero, and less than or equal to minimum (30), 1;
4. If G1 is greater than the minimum (30), and is lower than or equal to 100, round down $G1/35 +$ if the remainder of $G1/35$ is greater than 10, add 1, if not, add zero;
5. If G1 is greater than 100, round down $G1/35 +$ if the remainder of $G1/35$ is greater or equal to 18, add 1, if not, add zero.

3. Grade 4-6 (Min 40, Max 45)

Program

1. If G4 = zero, zero.
2. If Multigrade (3&4 or 5&6) is at most 25 then 1, zero.
3. If G4 is greater than zero, and less than or equal to minimum (40), 1;
4. If G4 is greater than the minimum (40), and is lower than or equal to 100, round down $G4/45 +$ if the remainder of $G4/45$ is greater than 10, add 1, if not, add zero;
5. If G4 is greater than 100, round down $G4/45 +$ if the remainder of $G4/45$ is greater or equal to 23, add 1, if not, add zero.

4. Grade 7-10 (Min 40, Max 45)

Program

1. If G7 = zero, zero.
2. If G7 is greater than zero, and less than or equal to minimum (40), 1;
3. If G7 is greater than the minimum (40), and is lower than or equal to 100, round down $G7/45 +$ if the remainder of $G7/45$ is greater than 10, add 1, if not, add zero;
4. If G7 is greater than 100, round down $G7/45 +$ if the remainder of $G7/45$ is greater or equal to 23, add 1, if not, add zero.

5. Grade 11-12 (Min 40, Max 40)

Program

1. If G11 = zero, zero.
2. If G11 is greater than zero, and less than or equal to minimum (40), 1;

3. If G11 is greater than the minimum (40), and is lower than or equal to 100, round down $G11/40 +$ if the remainder of $G11/40$ is greater than 10, add 1, if not, add zero;
4. If G11 is greater than 100, round down $G11/40 +$ if the remainder of $G11/40$ is greater or equal to 20, add 1, if not, add zero.

6. Non-Graded (Min/Max 15)

Program

Round up (NG/15,0)

Table 1 below shows the summarized computation of class organization:

Table 1. Computation of Class Organization

Enrollment	Class Organization
Enrollment is equal to 0	0
Multigrade (only for ES)	
If Enrollment G1&G2 or G3&G4 or G5&G6 is at most 25	1
Enrollment is greater than 0 and is less than or equal to the minimum class size	1
Enrollment is greater than the minimum class size and is less than or equal to 100	Round down enrollment divided by the <i>maximum class size</i> plus one (1) class if the <i>modulo (remainder)</i> of enrollment divided by the maximum class size is <i>greater than 10</i> Example for Kindergarten with 61 learners: The number of classes should be equal to rounding down 61 divided by 30 plus 0 since the modulo (remainder) is 1 which is less than 10, hence, a total of 2 classes.
Enrollment is greater than 100	Round down enrollment divided by the <i>maximum class size</i> plus one (1) class if the <i>modulo (remainder)</i> of enrollment divided by the maximum class size is <i>greater than the rounded half of maximum class size</i> Example for Kindergarten with 110 learners: The number of classes should be equal to rounding down 110 divided by 30 plus 1 since the modulo (remainder) is greater than 15, hence, a total of 4 classes.
Non-graded	Roundup NG enrollment divided by 15 which is both the minimum and maximum class size For example , if a school has 40 non-graded learners, then a school should organize 3 classes.

II. Teacher Requirement Analysis

Based on the number of classes organized per grade level, teacher requirement is computed as follows:

Table 2. Teacher Requirement Formula

Grade Level	Teacher Specialization Factor
Kindergarten	$T_{r(K)} = 0.5C_{t(K)}$ 1 Teacher per 2 sessions
Grades 1-2	$T_{r(GL)} = 1.0C_{t(GL)}$ 1 Teacher per class
Grade 3-4	$T_{r(GL)} = 1.2C_{t(GL)}$ 7 Teachers for every 6 classes
Grades 5-6	$T_{r(GL)} = 1.2C_{t(GL)}$ 7 Teachers for every 6 classes
Grades 7-10	$T_r \approx 1.5 C_{t(G7-10)}$ 9 Teachers for every 6 classes
Grades 11-12	$T_r \approx 1.5 C_{t(G11-12)}$ 9 Teachers for every 6 classes

where,

$T_{r(K)}$ is the total teacher requirement

$C_{t(K)}$ is the total number of classes organized (based on Annex A.I.)

Now, to summarize the formula for class organization and teacher requirement from K to12, the table below gives the parameters and considerations.

Table 3. Enhanced Planning Parameters Reference Table

Level		Class Organization				Teacher Specialization Factor	PARAMETERS USED		Remarks
		Minimum	Maximum	Rounded Half	< or = 100 Enrolment, +1 class if excess is greater than:		Class Organization	Teacher Specialization	
Elementary	Kindergarten	25	30	15	10	0.5	25 learners per class, maximum of 30	1 Teacher per 2 sessions	
	Grade 1	30	35	18	10	1.0	30 learners per class, maximum of 35	1 Teacher per class	
	Grade 2	30	35	18	10	1.0	30 learners per class, maximum of 35	1 Teacher per class	
	Grade 3	30	35	18	10	1.2	30 learners per class, maximum of 35	7 Teachers for every 6 classes	
	Grade 4	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes	
	Grade 5	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes	
	Grade 6	40	45	23	10	1.2	40 learners per class, maximum of 45	7 Teachers for every 6 classes	
	Multigrade	-	25	-	-	1.0	Max of 25 learners of two consecutive levels	Max of 3 Teachers for every multi-grade school	
Junior High School	Grade 7	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
	Grade 8	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
	Grade 9	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
	Grade 10	40	45	23	10	1.5	40 learners per class, maximum of 45	9 Teachers for every 6 classes	
Senior High School	Grade 11	40	40	20	10	1.5	40 learners per class	9 Teachers for every 6 classes	
	Grade 12	40	40	20	10	1.5	40 learners per class	9 Teachers for every 6 classes	
Non-Graded	Elem/JHS		15	8		1.0	15 learners per class		

In the enhanced planning parameters on Class Organization and Teacher Requirement Analysis, the **first part** of the formula computes for the rounded down quotient of enrollment data divided by the maximum class size. The initial quotient will give us the whole number of required class/es in per grade level. Given that the quotient is in its rounded down form, the **second part** of the formula solely computes for the modulo (remainder) of enrollment divided by the maximum class size. If the enrollment data is less than or equal to 100, the computed modulo shall reach greater than 10 before additional one (1) class is organized. Whereas, if the enrollment data is greater than 100, the modulo shall reach or exceed the rounded half of the maximum class size before adding another (1) class organized. The same logical computation shall apply to all grade levels.

For LSEs or Non-Graded, the same logical computation shall be applied using the given parameters above.

For the Multigrade, the total enrollment data of the following consecutive grade levels: a) Grades 1 & 2; b) Grades 3 & 4; c) Grades 5 & 6 shall be equal or less than 25 for them to be categorized as multigrade classes. One (1) class organized shall be computed for the levels which will reach this parameter.

Code and Name: SF7 – School Personnel Assignment List and Basic Profile

Schedule: Beginning of School Year

Other instruction: This will be used for both public elementary and secondary schools. This should be submitted to the Division Office as attachment of GESP/GSSP BoSY. In case of movement of school personnel during the school year, an updated copy of this form will be submitted to the Division Office.

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit- number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers 10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	(A) Nationally Funded Teaching Related Items (Summary Table) Title of Plantilla Position	Teaching and teaching-related plantilla positions including those with provisional appointments. Title of Plantilla as reflected in the PSI-POP and/or appointment (generic, where applicable). (Only Personnel actually reporting to the school are to be included).
5	Number of Incumbent	The total number of personnel occupying the said Plantilla Position.
6	(B) Nationally-Funded Non-Teaching Items	Non-Teaching Plantilla positions approved by the Department of Budget and Management (DBM) whose positions are not engaged in classroom teaching but assist in the delivery of services such as Administrative, Personnel, Supply, Records, Accounting and other support roles in the school. Title of Plantilla as reflected in the PSI-POP and/or appointment (generic, where applicable). (Only Personnel actually reporting to the school are to be included).
7	(C) Other Appointments and Funding Sources	Title of Designation and Nature of Appointment Designation as reflected in the contract or other related document -Teacher, Clerk, Driver etc.; Nature of Appointment or Employment Status refers to Contractual, Substitute, Casual/Emergency, Job Order/Contract of Service, Volunteer, etc. In accomplishing this column, the designation title will be reflected first before the nature of appointment. (Example: Teacher – Contractual)
8	Number of Teaching & Non Teaching Incumbent/s	The total number of teaching and non-teaching incumbents who are not holding plantilla / regular position
9	Name of Personnel	Employee's complete name (Last Name, First Name, Middle Name, Name Extension) as reflected in their birth/baptismal certificate. (Arrange descending by Position)
10	Sex	Employee's sex as reflected in the birth/baptismal certificate
11	Fund Source	Name of the institution or source that finances the employment of the particular employee. Use "National" For Plantilla item positions. Other fund sources may be SEF Provincial, SEF Municipal, LGU, PTA, NGO (specify)

		and others (specify)
12	Position/Designation	The official item or position assigned to an employee as reflected in the appointment paper, contract or equivalent document signed by the approving authority.
13	Nature of Appointment/Employment Status	<p>Each employee may either be any of the following :</p> <ul style="list-style-type: none"> ↳ Permanent : a permanent appointment shall be issued to a person who has met all requirements of the position including the prescribed civil service eligibility. ↳ Temporary : issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed , except the appropriate eligibility. ↳ Substitute: when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence, suspension, scholarship grant or secondment. A substitute appointment is issued only if the leave of absence of the incumbent is at least three (3) months except in the case of teachers. ↳ Coterminous status : issued to a person whose entrance and continuity in the service is: <ul style="list-style-type: none"> • Based on the trust and confidence of the appointing authority or head of unit; • Co-existent with the incumbent; • Limited by the duration of the project; • Co-existent with the appointee; • Appointments of personnel under the Foreign-Assisted Projects (FAP) shall be co-terminus with the project. ↳ Contractual : issued to a person who shall undertake specific work or job for a limited period of time not to exceed one (1) year <p>Casual/Emergency: used only for essential and necessary services where there are not enough regular staff to meet the demands of the service. These are normally emergency laborers hired for a period not exceeding six (6) months.</p> <p>*Job Order/Contract of Service * Volunteer</p>
14	Educational Qualification – Degree/ Post-graduate	Highest Educational Attainment
15	Educational Qualification – Major	Area of Specialization/field of study or specialized training
16	Educational Qualification – Minor	
17	Subject Taught (include Year & Section) Advisory Class & Other Assignment (Please Specify)	Indicate subject areas being taught (include administrative/ancillary assignment if any). Advisory class must be included in reporting teacher's assignment. Assignment of non-teaching personnel shall also reflect in this column.
18	Daily Program (time duration) – From / to	For Teachers only. This is the daily schedule of the teacher for the subject areas he/she handles on a weekly basis. Total assigned teaching minutes per week for each

Enclosure 2

Data Element Description

Name and Code : School Form 7 School Personnel Basic Profile and Assignment for Senior High School (SF7-SHS)
 Person Responsible : School Head
 Instruction/s : All school personnel regardless of nature of appointment shall be included in this form. Any movement or reassignment of personnel should be reported using SF7-SHS and submit to the School Division Office immediately.

No.	Data Element	Description
1	School Name	Official name of school as registered in DepEd and LIS/EBEIS
2	School ID	Official six (6) digit School ID as registered in DepEd and LIS/EBEIS
3	District	Name of the Public Schools District where the school is located as created by DepEd, supervised by a Public Schools District Supervisor
4	Division	Name of the Schools Division Office where the school is situated as created by DepEd, supervised by a Schools Division Superintendent
5	Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the school is situated
6	School Year	Prescribed period of time that schools offer daily instruction covering 10 to 11 months of regular schooling from the month of June (Beginning of School Year) to the month of March or April (End of School Year) of the following year
7	Nationally-Funded Teaching & Teaching-Related Items	Summary table listing the teaching and teaching-related items approved by the Department of Budget and Management (DBM) held by personnel actually reporting to the school indicating the title of plantilla positions as reflected in the PSI-POP and/or appointment (generic, where applicable) and the number of incumbent holding such items
8	Nationally-Funded Non-Teaching Items	Summary table listing the non-teaching items approved by the Department of Budget and Management (DBM) held by personnel actually reporting to the school indicating the title of plantilla positions as reflected in the PSI-POP and/or appointment (generic, where applicable) and the number of incumbent holding such items. Personnel holding non-teaching items are not engaged in classroom teaching but assist in the delivery of services such as Administrative, Personnel, Supply, Records, Accounting, and other support roles in the school.
9	Other Appointments and Funding Sources	Summary table listing the designation and nature of appointment as reflected in the contract or other related document of personnel such as Teacher, Clerk, Driver, etc. actually reporting to the school whose

		positions are not nationally-funded. The nature of appointment or employment status refers to Contractual, Substitute, Casual/Emergency, Job Order/Contract of Service, Volunteer, etc. The Title of Designation should be reflected first; followed by the nature of Appointment; the Fund Source such as Special Education Fund (SEF), Parents-Teachers Association (PTA), Non-Government Organization (NGO), etc.; and the Number of Incumbent, indicated under the column Teaching or Non-Teaching, whichever is appropriate.
10	Employee No.	May use the employee number being used for payment of salary or in the absence of employee ID, Tax Identification Number (TIN) may be used
11	Name of School Personnel	Arranged by position in descending order, this lists the employee's complete name starting from the Last Name, followed by the First Name, Middle Name, and Name Extension as reflected in the Personal Data Sheet (Form 212) or any relevant documentary requirement submitted by personnel during the application process
12	Sex	Employee's biological category based on reproductive function, either Male or Female, as reflected in the Personal Data Sheet (Form 212) or any relevant documentary requirement submitted by personnel during the application process
13	Fund Source	Name of the institution or source that finances the employment of the particular employee. Use "National" for plantilla item positions. Other fund sources may be "SEF Provincial", "SEF Municipal", "LGU", "PTA", or "NGO". Specify.
14	Position/Designation	Official item/position assigned to the school employee as reflected in the appointment, contract and/or equivalent document signed by the approving authority.
15	Nature of Appointment/Employment Status	<p>Describes the nature of employment or employment status of each employee based on the following:</p> <ul style="list-style-type: none"> ▪ Permanent. Appointment issued to a person who has met all the requirements outlined in the Qualification Standards for the position promulgated by the Civil Service Commission ▪ Provisional. Appointment, subject to reappointment (renewal), issued to a person who meets all the requirements of the position except Eligibility ▪ Substitute. Appointment issued to a person when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence covering a three-month period, except in the case of teachers; suspension; scholarship grant; or secondment ▪ Coterminous. Appointment issued to a person whose entrance and continuity in the service is contingent upon the trust and confidence of the appointing authority or head of unit; co-existent with the incumbent; limited by duration of the project whether it is a Foreign-Assisted Project or otherwise; and/or co-existent with the appointee. ▪ Contractual. Appointment issued to a person who shall undertake a

		<p>specific job description for a limited period of time not to exceed one (1) year. For teaching items, this appointment is issued to personnel who shall teach specialized subjects in secondary education on a part-time basis, the inclusive period of which shall be indicated on the appointment for purposes of crediting services.</p> <ul style="list-style-type: none"> ▪ Casual/Emergency. Appointment issued for essential services for a period not exceeding six (6) months in the event that the number of regular staff is insufficient to meet the demands of the service ▪ Job Order/Contract of Service ▪ Volunteer
16	Educational Qualification	Describes the highest educational attainment of each school personnel indicating the specific undergraduate or postgraduate degree, if applicable; the academic major, area of specialization or specialized training attended; as well as the academic minor, if applicable
17	Subjects Taught, Advisory Class & Other Ancillary Assignments	For teaching personnel, indicates the subject areas taught, as well as designation as Class Adviser and other administrative/ancillary assignments (if any) in each semester. For teaching-related and non-teaching personnel, assignments are also indicated in this column.
18	Grade and Sections	For teaching personnel, provides details on the grade level and section to whom the designation refers
19	Daily Program	For teaching personnel, provides details on the daily schedule for each subject taught in a track/strand handled on a weekly basis. The school day, time duration (from/to), and total actual teaching minutes per week must be indicated in the appropriate column.
20	Ave. Minutes Per Day	For teaching personnel, indicates the average number of minutes taught in a day, computed by dividing the Total Actual Teaching Minutes Per Week for a particular subject by five (5) days
21	Remarks	Particular information about the personnel required in the EBEIS/EHRIS such as IP (Ethnic Group), as well as additional loads from JHS (if any) including details on the number of teaching minutes per week