



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

December 7, 2018


DIVISION MEMORANDUM

No. 862 s. 2018

"TEACHER PROFILING STUDY BY THE ASIAN DEVELOPMENT BANK (ADB)"

To: Assistant Schools Division Superintendents
Chiefs (CID & SGOD)
Division Education Supervisors & Division Coordinators
District Supervisors/District In-Charge
All Secondary and Elementary School Heads
District Planning Coordinators
District EHRIS Coordinators
All Others Concerned

1. In consonance with Memorandum from Usec. Jesus R. Mateo, entitled "Teacher Profiling Study by the Asian Development Bank (ADB)", this office will conduct a Division Workshop on Teacher Profiling on December 11, 2018 at the 3rd floor Division Conference Room.
2. Participants to this workshop are the following: District Planning Coordinator, EHRIS District Coordinators (1 for Elementary and 1 for Secondary).
3. Participants are requested to bring the following:
 - a. School Form 7(SF7) School Personnel Assignment List and Basic Profile in electronic copy (whole district)
 - b. Classroom Program of Teachers in electronic copy (pls. see attachment of data needed)
 - c. Basic profile of all teaching personnel in the district in electronic copy (please follow attached template)
 - d. Laptop and extension wire
4. Food, transportation and other incidental expenses of the participants shall be charged against School MDOE subject to the usual accounting and auditing rules and regulations.
5. For the information, guidance and compliance of all concerned.


WILFREDA D. BONGALOS, Ph.O., CESO V 07 DEC 2018
Schools Division Superintendent

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office), (035) 225-1622 (CID), (035) 225-1623 (Legal Section), (035)225-6180 (SGOD), (035) 422 7643 (Cash Section), (035) 422-8511 (Planning Section), (035) 225-6987 (Record's Section), (035) 422-5283 (Admin Section) (035) 422-0267 (Personnel Section), (035) 225-2376 (Guard/Medical/Dental Sections), (035) 225-7012 (Educ Facilities Section) (035) 225-1640 & (035) 225-1640 (Acct. Budget Section), (035) 422-3921 (Supply Section)



Republic of the Philippines
Department of Education




Department of Education
Region VII, Central Visayas
RD2018-3861
27-Nov-18
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apan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

OM-PFO-2018-_____

TO: Regional Directors
Schools Division Superintendents

FROM:  JESUS L.R. MATEO
Undersecretary

SUBJECT: *Teacher Profiling Study by the Asian Development Bank (ADB)*

DATE: 23 November 2018

The Secondary Education Support Program (SESP) team of the Asian Development Bank (ADB) will undertake a Teacher Profiling Study which aims to establish a profile of the existing teaching personnel of the Department in terms of the following attributes:

- i. age
- ii. sex
- iii. highest educational attainment
- iv. specialization (major/ minor and specialized training credentials)
- v. years of service in the department
- vi. current position and salary grade
- vii. school assignment
- viii. teaching assignment in terms of subjects taught
- ix. ancillary assignment

The output of this study shall inform the Department's policies and programs related to career pathing, teacher professional development and in-service training programs, and teacher demand by specialization.

In this regard, the Schools Division Offices are instructed to collect and collate electronic copies (excel format) of the School Form 7 School Personnel Assignment List and Basic Profile which shall be submitted on or before 15 December 2018 to the Planning Service - Office of the Director (PS-ODir).

Further inquiries may be directed to PS-ODir at telephone number (02) 687-2744.



Asian Development Bank

Southeast Asia Department

November 14, 2018

Undersecretary Jesus Mateo
Undersecretary for Planning and Regional
Operations
Department of Education
Meralco Avenue Extension
Pasig City

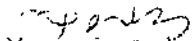
Dear Undersecretary Mateo,

The ADB Secondary Education Support Program (SESP) team was requested by Undersecretary Nepomuceno Malaluan to undertake a Teacher Profiling Study. This study aims to establish a profile of the existing teaching personnel of the Department of Education (DepEd) in terms of the following attributes: (i) age, (ii) sex, (iii) highest educational attainment, (iv) specialization (i.e., major/ minor and specialized training credentials), (v) years in service in the department, (vi) current position and salary grade, (vii) school assignment, (viii) teaching assignment in terms of subjects taught, and (ix) ancillary assignment. The following sources of teacher information will be mined: (i) DBM's PSI-POP, (ii) DepEd's eHRIS database, (iii) School Form (SF) 7 which all DepEd schools are required to complete yearly. The output of this exercise will inform the department's policies and programs related to (i) career pathing, (ii) teacher professional development and in-service training programs, and (iii) teacher demand by specialization.

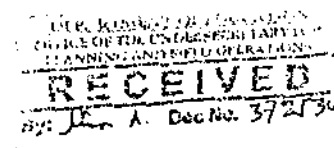
In this regard, we would like to request for your support in the collection of electronic copies of the completed School Form 7 (excel format) as collated by the Schools Division Offices. Our TA team, led by Dr. Rosario Manasan, can coordinate with your Planning Service to discuss how the data will be collected from the SDOs.

Thank you very much for your kind consideration.

Best regards.


Yours sincerely,

Lynnette Perez
Senior Education Specialist
Social and Human Development Division
Southeast Asia Regional Department



Assignment List and Basic Profile

2018-19 Assignment List,
by School Year of Teachers)

Division: _____
 District: _____
 School Year: 2018-2019

Title of Designation appeared in the contract/document: Teacher, Clerk, Security Guard, Driver etc.)		Designation as (Designation as Appointment: (Contractual, Substitute, Volunteer, others specify)	Fund Source (SEF, PTA, NGA's etc.)	Number of Incumbent Teaching / Non-Teaching	

MAJOR QUALIFICATION Major/ Specialization	Minor	Specialized Training Credentials	Subject Taught (include Grade & Section), Advisory Class	Other Ancillary Assignment	* Daily Program (time duration)				Total Actual Teaching Minutes Assignment per Week	Remarks (For Detailed Items, Indicate name of school/office, For IPE's - Ethnicity)
					DAY (M/T/W/T/Th/F)	From (00:00)	To (00:00)	Ave. Minutes per Day		
										Ave. Minutes per Day: <u>0</u>
										Ave. Minutes per Day: <u>0</u>

Employee No.	Tax Identification Number - T.I.N.	Name of School Personnel (Arrange by Position, Descending)	Age	Sex	Fund Source	Current Position	Designation	Salary Grade	Nature of Appointment/ Employment Status	Number of Years in DepEd	School Assignment	EDUCATION	
												Highest Educational Attainment	Degree / Post Graduate

GUIDELINES:

1. 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.
2. Please reflect subjects being taught and if teacher handling advisory class or Ancillary Assignment. Other administrative duties must also reported.
- 3 * Daily Program Column is for teaching personnel only.

MAJOR QUALIFICATION		Specialized Training Credentials	Subject Taught		Other Ancillary Assignment	* Daily Program (time duration)			Total Actual Teaching Minutes Assignment per Week	Remarks (For Detailed Items, Indicate name of school/office, For I/P's - Ethnicity)
Major/ Specialization	Minor			(include Grade & Section), Advisory Class		DAY (M/T/W/ T/H/F)	From (00:00)	To (00:00)		

Submitted by: _____

(Signature of School Head over Printed Name)

Updated as of: _____