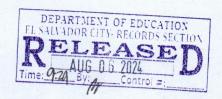


Republic of the Philippines

Department of Education REGION X - NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

August 2, 2024

DIVISION MEMORANDUM No. 298, s. 2024

SUBMISSION OF CLASS PROGRAM AND SCHOOL FORM 7 FOR SY 2024-2025

To: Assistant Schools Division Superintendent

Chief Education Supervisors
Education Program Supervisors

Public Elementary & Secondary School Heads

All Others Concerned

This Division

- 1. In adherence to DepEd Order No. 10, s. 2024 titled Policy Guidelines on the Implementation of the MATATAG Curriculum and DepEd Order No. 05, s. 2024 titled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, public elementary and secondary school heads are directed to comply and submit the Class Program for SY 2024-2025 on or before August 9, 2024.
- 2. The school heads shall ensure the accuracy and consistency of the class programs with the School Form 7 (SF 7) School Personnel Assignment List and Basic Profile.
- 3. Enclosed are the templates for reference.
- 4. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- 5. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA Schools Division Superintendent

To be indicated in the Perpetual Index Under the following subjects:

MATATAG CURRICULUM

CLASS PROGRAM

CID/NAA



Address: Zone 3, Poblacion, El Salvador City Telephone No: (088) 855-0113

Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools, Forging Partners



Department of Education
Division of El Salvador City
School Name

Elementary Class Program By Teacher School Year 2024-2025

	(Name of Teacher)	(Name of Teacher)	(Name of Teacher)
	Degree:	Degree:	Degree:
	Area of Specialization:	Area of Specialization:	Area of Specialization:
	No. of Hours: Adviser: (Grade Level & Section)	No. of Hours: Adviser: (Grade Level & Section)	No. of Hours: Adviser: (Grade Level & Section)
Time	Teaching-related Assignments:	Teaching-related Assignments:	Teaching-related Assignments:
	Subject Year/Section	Subject Year/Section	Subject Year/Section

Prepared:

Reviewed:

School Head/Principal

Education Program Supervisor/Technical Assistance Provider

Recommending Approval:

Approved:

NINIAN A. ALCASID

Chief Education Supervisor Curriculum Implementation Division CONNIEBEL C. NISTAL, PhD

Assistant Schools Division Superintendent

Department of Education	
Division of El Salvador City	
School Name	

Secondary School Class Program By Teacher School Year 2024-2025

	(Name of Teacher)	(Name of Teacher)	(Name of Teacher)
	Degree:	Degree:	Degree:
	Major:	Major:	Major:
	Minor:	Minor:	Minor:
	No. of Hours:	No. of Hours:	No. of Hours:
Time	Adviser: (Grade Level & Section)	Adviser: (Grade Level & Section)	Adviser: (Grade Level & Section)
11110	Teaching-related Assignments:	Teaching-related Assignments:	Teaching-related Assignments:
	Subject Year/Section	Subject Year/Section	Subject Year/Section

Prepared:

Reviewed:

School Head/Principal

Education Program Supervisor/Technical Assistance Provider

Recommending Approval:

Approved:

NINIAN A. ALCASID

Chief Education Supervisor Curriculum Implementation Division CONNIEBEL C. NISTAL, PhD

Assistant Schools Division Superintendent

DEPARTMENT OF EDUCATION

Division of El Salvador City

Sc	hool	

SY 2024-2025

	Grade Level & Section	Grade Level & Section	Grade Level & Section	Grade Level & Section
	RM. No.	RM. No.	RM. No.	RM. No.
TIME	(Name of Adviser)	(Name of Adviser)	(Name of Adviser)	(Name of Adviser)
	Subject & Subject Teacher	Subject & Subject Teacher	Subject & Subject Teacher	Subject & Subject Teache
	RECESS	RECESS	RECESS	RECESS
	LUNCH	LUNCH	LUNCH	LUNCH

Prepared:

Reviewed:

School Head/Principal

Education Program Supervisor/Technical Assistance Provider

Recommending Approval:

Approved:

NINIAN A. ALCASID

CONNIEBEL C. NISTAL, PhD
Assistant Schools Division Superintendent

Chief Education Supervisor
Curriculum Implementation Division

School Form 7 (SF7) School Personnel Assignment List and Basic Profile Form 29-Teacher Program and Form 21-Summerly Information of Teachers)

School ID F	Region X	Division	EL SALVADOR CITY		
hool Name		District		School Year	2022-2023

	L						Reservations and a contract of the contract of	
(A) Nationally-Funded Teaching & Teach	ing Related tems	(B) Nationally-Funded Non Teaching Iter	ns	(C) Other Appointments and Funding	Sources			
Title of Plantilla Position	Number of	Tritle of Plantilia Position (as	Number of	Title of Designation(Designation as appeared in the contracticocument, Teacher, Clark, Security Guard.	Appointment (Contractual,	Fund Souce	Number of	(Incumbent
(as appeared in the appointment document/PSIPOP)	Incumbent	appeared in the appointment document/PSIPOP)	Incumbent	Oriver etc.)	Substitute, Volunteer, others specify)	(SEF PTA, NGO's etc.)	Teaching	Non- Teaching
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						EDUCATION	VAL QUALIFICATION	ON		ived from trainings nded		Daily	Program (to by the TA	me duration) AP (Supervis	es approved or)			hovede ctata t	rlormance Ra o all'applicable	ting a School Yea	iars)
spicyee. Lot Tax stillcation uniber - T.(N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	DedEd	Degree / Post Graduate (specifyths program and the most recent units earned if not full pindge)	Majori Specialization	Minor	Subject	Hrs.	Subject Taught (include Grade), Advisory Class & Other Ancillary Assignment	DAY (M/T/W/ TH/F)	From (60.00)	To (00.00)	Tota Actual Teaching Mnutes Assignment perWeek	Remark/s (For Detailed Items, Indicate name of school/office, For IP's Ethnicity)	2017.2018	2618.2019	2019-2020	2020.2021	
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-0491 -1400				Submitted by		
MUNICIPAL 9.						

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 deling SY updated Form 15 must submit to the Division Office.

2. All school personnel, regardless of position/hards of appointment should be included in this form and should be issed from the highest rais down to the towest. This form shall also serve as inventory list of school personnel.

3. Peisse reflect subjects being taupht and if backer handing advisory dissis or Ancillary Assignment. Other administrative duties must also reported 4.* bairy Program Column is for teaching personnel only.

Updafed as of

School Form 7. Page 2 of