

REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City, Philippines

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AUG 19 2002

DepEd ORDER No. **35**, s. 2002

REGULAR ANNUAL COLLECTION AND PROCESSING OF BASIC EDUCATION DATA

To:

Regional Directors

Regional Secretary - DepEd ARMM

Schools Division Superintendents

Heads of Private Schools, Colleges and Universities

Vocational School Administrators

- 1. The annual activities of the Department start this school year with the distribution, collection and processing of the revised unified data gathering forms, which essentially generate basic school data. The forms are enhanced and modified to keep abreast with the current demands for basic education data.
- 2. The unified data gathering forms covering SY 2002-2003 shall consist of the following:
 - 2.1 Public Elementary School Profile
 - 2.2 Public Secondary School Profile
 - 2.3 Unified School Profile (for private elementary and secondary schools)
- 3. The data gathering instruments are designed for electronic data processing. The Office of Planning Service (OPS) has undertaken the design and revision of these forms and the development of the computer program to process the data.
- The heads of the regional and divisional planning units shall jointly undertake the distribution, collection and processing of the accomplished forms.
- 5. Schools division superintendents, vocational school administrators, secondary school principals, district supervisors and heads of elementary schools are held responsible and accountable for the prompt, complete and accurate filling up of the data gathering forms and the timely submission of the same.

"Bawat Graduate, Bayani at Marangal

- 6. Heads of public elementary and secondary schools and private schools offering elementary and/or secondary education shall submit the duly accomplished school profiles to their respective division offices, on or before the 30th of September 2002.
- 7. The <u>division offices</u> shall electronically process the elementary and secondary school profiles and the unified school profiles to produce school district and school division statistical bulletins. The outputs, in hard copies and diskettes, shall be submitted to their respective regional offices on or before the last day of December 2002.
- 8. The regional offices shall consolidate the division offices' outputs to produce regional statistical bulletins. The regional statistical bulletins as well as the school district and division statistical bulletins produced by the division offices shall be submitted to OPS, in hard copies and diskettes, on or before the end of January 2003. OPS shall then consolidate the regional outputs to produce the Department's statistical bulletin, on or before the end of March 2003.
- 9. Statistical bulletins produced by the regional offices shall be distributed to their respective division offices while those produced by the division offices shall be distributed to their respective district offices.
- 10. The regional directors and schools division superintendents are advised to implement rigid data control and verification procedures to ensure the completeness, accuracy and reliability of the data.
- 11. Full attention and strict compliance with this Order is earnestly requested of all concerned to ensure the successful implementation of this annual statistical activity.
- 12. This Order supersedes previous DECS Order regarding annual collection and processing of basic education data.

RAMON C. BACANI Undersceretary

Reference: DECS Order: No. 65, s. 2000

Allotment: 1 (D.O. 50-97)

To be indicated in the Perpetual Index

under the following subjects:

DATA FORMS SCHOOLS

GOVERNMENT ELEMENTARY SCHOOL PROFILE Form 1: SCHOOL AND PUPIL DATA School Year 2002 - 2003

School :					1000				
, I		(Current name)				Sch	School ID :		
1	(Alternati	(Alternative/previous names, if any))			Region	ion		
Address :	(If annex,	(If annex, name of mother school)				Dist	nict		
A. SCHOOL	(#, Sircet	Street, Barangay, Municipality)				Tele E-m	Tele Fax No. E-mail address		
(Tick one)	lncom	lete Primary Sahaal					J		
(Tick as appropriate)	☐ Offerin	Offering Monograde Classes Only-	Comp	Complete Primary School:	∐ Inc	Incomplete Elementary Sc	School:	Amalas Prancis de	
B. PUPIL AND CLASS DATA FOR CURRENT SCHOOL YEAR 2002-2003 (As of Anotics 11)	A FOR CURRENT	SCHOOL YEAR 200	2-2003 (As of America) 3	Unenng Multigrade Classes Only (classes with 2 or more grade levels):	mly (classes with 2 or	more grade levels):		Offering Both Monograde & Multiprade Classes	ol Mulmarada Classes
Particulars		Pre-School	Grade 1	Grade 2	0.14		1	9:	A : Muniplace Classes
TOTAL ENROLMENT		Male Female	Maie Female	Male Female	Male Female	Male F	emale Male France 5	Grad	Total (1-6)
Mono-grade							+	remale remale	e Male Female
Included in this enrollment						-			
Repeaters	of.							-	
Transferees In									
Balik-Araj									
TOTAL NUMBER OF CLASSES									
TOTAL NUMBER OF MULTI-GRADE CLASSES	RADE CLASSES								
Eurolment DATA FOR PREVIOUS SCHOOL YEAR 2001-2002 (As of March 31)	OUS SCHOOL V	EAR 2001-2002 (As of ?	(arch 31)						
Number of Promotecs Graduates									
Number of Dropouts			 	 -				-	
D. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (To be filled up by schools with more than one chair)	NT AND NUMBE	R OF CLASSES BY SI	IFT (To be filled up by	schools with more than	no shift				
				151.5	st Shift		2nd chia		
Eurotment Number of Classes			,	Male	Female	Male	Female	Male 3n	Shift Family
E. ENISTING NUMBER OF CLASSROOMS	LASSROOMS								
Total number of rooms									
<u> </u>	classrooms	Converted to science, laboratories	Converted to	Converted to computer	ter Converted to offices Cr	Converted to Carre			
Total							2 10 EL CO	Converted to other uses	Not currently used
designed for special purposes	_	Science laboratóries	Multi-purpose	Compuler rooms	- 14	·	Cither special		
	1.		woodsnops		Offices	Canteen	Sucon Sodinit made page	_	
F. ENISTING CLASSROOM FURNITURE	RNITURE							, 1	•.
Classroom furniture	Desks	Chairs and tables	Armchairs	Total no. of students that can be	can be	G. EXISTING NUM	-1≒1		
	, <u> </u>			Searce white existing furniture	THE REPORT OF THE PERSON OF TH	Number of bowl toilets	(s) Circle	Boys	Shared (girls and bolys)
Certified True and Correct by: School Head						,	•		
CHOOL HEAD									

Designation Date

(Signature Over Printed name)

Designation ;

(Signature Over Printed Name)

Verified by the Division Office

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE ACCOMPLISHING THE FORMS

This set of forms shall be accomplished by the head of all government elementary schools. In the case of schools with annexes, extensions, mobile, etc. a different form shall be accomplished. He shall sign the forms certifying to the correctness of the data; and shall be responsible and accountable for any inaccuracy or false data/information reported. He shall submit the accomplished forms to the Division Office on or before September 30, 2002.

Specific Instructions:

No item should be left blank. Instead, "zero (0)" or "not applicable (a)" should be written.

- TABLE BAND C: PUPIL AND CLASS DATA The data being requested here cover both the current year (Table B)
 - Total Enrolment Include ALL pupils enrolled in the school, including repeaters. In the case of multigrade pupils, distribute enrolment figures across the appropriate grades.
 - The distribution of figures shall also apply to the number of indigenous pupils, repeaters, promotees, graduates, dropouts, and balik-aral.
 - Pre-school Enrolment Enrolment before Grade 1 (i.e., Nursery, Kindergarten, Preparatory), if any, should be included whether or not pre-school classes are provided for under the school's regular budget.
 - Number of Repeaters refers to pupils who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed as of August 31.
 - Number of Transferees In refers to pupils who entered the school from another school either government or private.
 - Number of Transferees Out refers to pupils who left school to enter another school as evidenced by the request for . permanent records (Form 137).
 - Number of Balik-aral refers to pupils who finished a grade level, stopped schooling and enrolled in the next grade · level after a year or more as of August 31.
 - Number of Classes per grade level (Grades 1-6) refers only to single grade classes. Classes with two or more grade levels shall be indicated under the multigrade category.
 - Number of Dropouts refers to pupils who left before completing the prescribed grade level within the specified school year up to March 31 and should not be included in the total enrolment as of the same date.
 - Number of Graduates refers to Grade VI pupils who completed the same grade level.

TABLE D: CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT

- Current SY Enrolment and Number of Classes This should be filled up by schools with more than one shift; and the enrolment should tally with the data on enrolment and number of classes by grade level.
- Shift (or session) refers to two or more time schedule corresponding to different sets of classes (e.g. morning and

TABLE E: EXISTING NUMBER OF CLASSROOMS

The first row refers to the rooms which were designed as classrooms. Enter classrooms which have been converted to science laboratories, workshops, computer rooms, offices, canteens, libraries, etc. in the appropriate boxes.

The second row refers to rooms which were designed for special purposes (purpose built rooms). Enter purpose built science laboratories, workshops, offices, etc. in these boxes. If the school has no specially designed rooms, enter zero (

TABLE F: EXISTING CLASSROOM FURNITURE

- Number of Desks refers to the total number of serviceable two-scater desks in the school.
- Number of Tables and Chairs refers to the number of sets of 1 table and 2 chairs (new model) in the school.
- Number of Armchairs refers to the total number of serviceable armchairs in the school. In the final box, enter the total number of pupils that can be seated with the serviceable classroom furniture available in

GOVERNMENT ELEMENTARY SCHOOL PROFILE Form 2: PUPIL AGE PROFILE School Year 2002, 2003 (As of August 31)

School Head Designation	Certified True and Correct by:	* Early Childh similar orga	Note: Totals must to	TATOT	13 and Above	12	11	10	9	8	7	6 .	5 and Below		AGE		Address		, .	School	Salar	
(Signature Over Printed Name)	Correct by:	Early Childhood Development (ECD) grograms include all organized educational programs for young children aged 3 to 5 years in registered pre-schools and those in other similar organized educational institutions and day care centers.	Note: Totals must tally with Total Enrolment data in Form 1, Section B.								,			Male Female Male Female Male Female		GRADE 1 With ECD Without ECD GRADE 2	(#. Street, Barangay, Municipality)	(If annex, name of mother school)	(Alternative/previous names if any)	(Current name)		:
		ional programs for young children age												iale Male Female Male		GRADE 3		· · · · · · · · · · · · · · · · · · ·				•
Designation :	Verified by the Division Office	d 3 10 5 years in registered pre-so									-			Female Male remain	-	GRADE 4 GRADE 5	E-mail address	Tele Fax No.	District	•	School ID :	
	ce :(Signature Over Printed Name)	chools and those in other									-			Maic	Africa Compale	GRADE 6						
	Printed Name)													 \dashv	Male Female	TOTAL (1 - 6)						

Designation Date

augustus Oter Printed Name)

	Address		ŧ*	School		٠,
•	• ,		**	,		
(#, Street, Barangay, Municipality)	(If annex, name of the mother school)	(Alternate)previous name, (f any)	(Current name)		Form 3: PEI	GOVERNATE AT
,		•			Form 3: PERSONNEL DATA (As of August 31) School Year 2002 - 2003	GOVERNMENT ELEMENTARY SCHOOL PROFILE
	Tele Fax No. E-mail address	District	Region Diviŝton	School ID	•	

	Verified by the Division Office:	Verified by t	rrect by:	Certified True and Correct by:				
	-							COUNTRY TO STITLE OF THE COUNTRY OF
								TOTAL (Nationally-funded teaching personnel)
								Total Teacher I-JJI
								Teacher 1
								Teacher II
								Teacher III
								Total Master Teacher J-JJ
								Master Teacher J
							į	Master Teacher II
								B. Teaching
			ļ				1	The second distribution of the second
								TOTAL (Nationally-funded non-teaching personnel)
								Utility Worker
								Security Guard
								Clerk
								Guidance Coordinator/Counselor
								Total Head Teacher 1-111
								Head Teacher 1
								Head Teacher II
					,			Head Teacher III
								Total Principal I-II
								Principal I
								Principal II
								Principal III
								Principal JV
Co. (2)	- 1					*		A. Non-teaching
C-1 (9)	Col (8)	Over 12 months	3-12 months Col. (6)	Col.(S)	Female Col. (4)	Male Col. (3)	Col. (2)	Čot. (1)
Personnel detailed to	Position(s) vacant		On leave	í	Number actually working in the school	1	Number of positions assigned in the school	POSITION TITLE
		of August)	NATIONALLY-FUNDED PERSONNEL (As of 31st of August)	ALLY-FUNDED PER	NATION			. *

•									
						Regional Divisional	Junaea Re	Prov'l/City Mun't	Prov'l/
(Signature Over	Designation:	ed Volunteer Others Locally-funded	Others	Volunteer	FICA-	pEd Office-funded	Unit (LGU)	(SEF)	
	School Head:					Special Educ. Fund Local Gov't	Local Gov't	al Educ. Fund	Speci
		of August)	As of 31st	SCHOOL (S IN THE	LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL (As of 31st of August)	NDED TEAC	LOCALLY-FI	
the second of the second Connected by a									1

	ation:		Head:	
		(Signature Over Printed Name)		
Date:	Designation:			
		(Signature Over Printed Name)		

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE ACCOMPLISHING THE FORMS

This set of forms shall be accomplished by the head of all government elementary schools. In the case of schools with annexes, extensions, mobile, etc. a different form shall be accomplished. He shall sign the forms certifying to the correctness of the data; and shall be responsible and accountable for any inaccuracy or false data/information reported. He shall submit the accomplished forms to the <u>Division Office on or before September 30, 2002.</u>

Specific Instructions:

No item should be left blank. Instead, "zero (0)" or "not applicable (a)" should be written.

Form 3: PERSONNEL DATA and Form 4: TEACHER ASSIGNMENTS - The data to be entered are as of 31st of August 2002.

- Nationally-funded personnel are those teaching and non-teaching personnel having plantilla positions, including those with provisional appointments.
- Number of positions assigned in the school refers to the number of plantilla items allocated to the school.
- Number actually working in the school are those teaching and non-teaching personnel with plantilla positions and are actually performing their specific assignments as of 31st of August 2002.
- On léave personnel refer to those who are on sick, vacation, study and/or maternity leave as of 31st of August 2002.
- *Position(s) vacant refers to the plantilla positions that are unfilled at 31" of August.
- Personnel detailed to DepEd office(s) are those assigned/designated to other DepEd office like the district, the division, the regional or the central office and are not actively teaching.
- Locally-funded teachers working in the school are those teachers not having plantilla positions but are actually working in the school and whose compensation is not paid out of the national budget. These are classified according to the following:
 - Special Education Fund (SEF) Teachers whose salaries are being paid by the Local School Board Fund (Provincial/City or Municipal) where they belong.
 - Local Government Unit (LGU) funded Those teachers paid out of the regular fund of the LGU.
 - DepEd Office-funded Those teachers paid by either the regional or the division DepEd office.
 - *PTCA-funded Teachers who receive their salaries through the Parents-Teachers-Community Association (PTCA).
 - Volunteer These are teachers who work for free or who receive very minimal allowance usually from the LGUs.
 - Others These include canteen-paid teachers and those who are financially supported by individual, non-government organizations (NGOs), etc.
- Ancillary services are those rendered by a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (NFE, PE, Boy/Girl Scout, etc.), teacher nurse. Class adviser is not included.

GOVERNMENT ELEMENTARY SCHOOL PROFILE Form 4: TEACHER ASSIGNMENTS (As of August 31)

(Nationally-funded teachers only) School Year 2002 - 2003

Address		,	School	
(#. Street. Barangay, Municipality)	(If annex, please indicate main school)	(If renamed, please indicate old name)		
E-mail address	Tele Fax No.	Region Division	Series Series	· School ID

Note: The total number of Master Teachers and Teachers, Col. (7), should tally with those given in Col. (5) of Farm 3, "Total, Number of teachers actually working in

A CORE. I THE SECOND STREET STREET			•			
the school".			Assigned part-time to class feaching, part-	class teaching, part-		
	Carries full-time class teaching load		time to ancillary services*	ary services*	Assigned full-time to	, ,
Position Title	Not assigned to	Assigned to ancillary services as	Assigned to Class teaching ancillary services as 200 min. per day or	Class teaching less than 200 min. per	ancillary services*	Total
,	ancillary services*	additional load	more	day)	(a) (7)
	Cel (2) .	Col. (3)	Col. (4)	Col. (5)	Col. (6)	C01, (7)
(01. (1)						
				3		
Master Teacher II						
Master Teacher I						
Total Master Teacher I-II						
Teacher III					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Teacher II						
Teacher I						
Total Teacher I-III						
		}				
GRAND TOTAL (T+MT)						

		Verified by the Division Office:	WISION OTIFCE:
Certified True and Correct by:	d Correct by:		
School Head			(Signature Over Printed Name)
	(Signature Over Printed Name)	Designation	
Designation		Date	
Date			

GOVERNMENT SECONDARY SCHOOL PROFILE Form I: SCHOOL AND STUDENT DATA School Year 2002-2003

				Date		,				Date	
				Designation		,		(i)		Designation	
	mc)	(Signature Over Printed Name)	۲.	Verified by the Division Office		•	inied Name)	(Simplifie Over Printed Name)		School Head	
										Certified True and Correct by:	
			toilets								
Shared (gurls & boys)	Boys	Girls	Number of bowl		Total no of students that can be scated with existing furniture	Total no of studen with existi	Armchairs	Chairs and tables	Desks	Classroom fumiture	
	LETS	EXISTING NUMBER OF TOILETS	G. EXISTING						NITURE	F. EXISTING CLASSROOM FURNITURE	
				Other special purpose rooms	Canteen	Offices	Computer rooms	Multi-purpose workshops	Science Laboratories	Total Number of rooms designed for special purposes	
Not currently used	Converted to other 5	Converted to	Converted to canteen	Converted to offices	Converted to	Converted to workshops	Converted to science laboratories	Used as academic classrooms	15	Total Number of rooms designed as classrooms	
			rooms	Current use of these classrooms	Сипе						
									SROOMS	E. ENISTING NUMBER OF CLASSROOMS	
										Number of Classes	
Lethate	.viaic	remake	arety.	remaie	Male	Female	Male			Employen	
- 1	4th Shift	Shift	316	Shift	2nd	- 1	lsi Shifi		:n]#t.2	Pantoulars	
					ore than one shift;	o by schools with m	IFT (To be filled up	CLASSES BY SH	ND NUMBER OF	D. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (To be filled up by schools with more than one shift	
										Number of Dropouts	
										Number of Promotees Graduates	
						-	if March 31)	AR 2001-2002 (As o	US SCHOOL YE	C. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2001-2002 (As of March 31)	
		-								TOTAL NUMBER OF CLASSES	
										Balik-Aral	
										Transferees Out	
										Transferees In	
										Repeaters .	
										TOTAL EUROCMENT	
. canale		citian	: Sale	Licinare	Maic	Felilate	SIBIC	remale	Nale		
-IV)	Make Total (1-1V)	If IV.	Year IV	Year III	١.	Year II		ar I) ear	Particulars	
				. "			(August 31)	AR 2002-2003 (As a	CT SCHOOL VEA	B. STUDENT DATA FOR CURRENT SCHOOL YEAR 2002-2003 (As of August 31)	
L					ched .	Cocally Funded School	9.:	Integrated School:	E HS	(Tick as appropriate)	
-							,	Local .	National .	[[
 - -						•			**	A. SCHOOL	
• .			address .	· E-mail address		•	nezi .	(* Street, Baranyay, Municipality) (If annax, please indicate the address of the Annex)	(=, Street, Barany annex please indicate	· · · · · · · · · · · · · · · · · · ·	
			unc No.	Telephone No.	. :			mother scheol)	(If annex, name of mother school)	Address	
<u>,</u>	,		3	Negion Division]. -		us names, if any)	(Altemative/previous names, if any)		
•	• 1							ALCOHOLINATIO)	1,000		
	1 			School ID					. (Сить	School :	
	-				School Year 2002-2003	School Ye				•	•

INSTRUCTIONS.FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE ACCOMPLISHING THE FORMS

This set of forms shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, extensions, etc. a different form shall be accomplished. He shall sign the forms certifying to the correctness of the data; and shall be responsible and accountable for any inaccuracy or false data/information reported. He shall submit the accomplished forms to the <u>Division Office on or before September 30, 2002.</u>

Specific Instructions:

No item should be left blank. Instead, "zero (0)" or "not applicable (a)" should be written.

- TABLE B'AND C: STUDENT AND CLASS DATA The data being requested here cover both the current year (Table and previous school year (Table C).
 - Total Enrolment Include all students enrolled in the school, including repeaters.
 - <u>Number of Repeaters</u> refers to students who failed or left a particular year level in any previous school year and are enrolled in the same year level where they left or failed as of August 31.
 - Number of Transferces In refers to students who entered the school from another school either government or private.
 - Number of Transferees Out refers to students who left school to enter another school as evidenced by the request for permanent records (Form 137).
 - <u>Number af Balitearal</u> refers to students who finished a year level, stopped schooling and enrolled in the next year level after a year or more as of August 31.
 - Number of Dropouts refers to students who left before completing the prescribed year level withing the specified year up to March 31.
 - Number of Graduates refers to Fourth Year students who completed the same year level.

TABLE D: CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT

- <u>Current SY Enrolment and Number of Classes</u> This should be filled up by schools with more than one shift; and the enrolment should tally with the data on enrolment and number of classes by year level.
- <u>Shift (or session)</u> refers to two or more time schedule corresponding to different sets of classes (e.g. morning and afternoon shifts)

TABLE E: EXISTING NUMBER OF CLASSROOMS

The first row refers to the rooms which were *designed* as classrooms. Enter classrooms which have been converted to a science laboratories, workshops, computer rooms, offices, canteens, libraries etc. in the appropriate boxes.

The second row refers to rooms which were designed for *special purposes* (purpose built rooms). Enter purpose built science laboratories, workshops, offices, etc. in these boxes. If the school has no specially designed rooms, enter zero (0) in all boxes.

TABLE F: EXISTING CLASSROOM FURNITURE

- Number of Desks refers to the total number of serviceable two-seater desks in the school.
- Number of Tables and Chairs refers to the number of sets of 1 table and 2 chairs (new model) in the school.
- Number of Armchairs refers to the total number of serviceable armchairs in the school.
 - In the final box, enter the total number of pupils that can be seated with the serviceable classroom furniture available in the school

GOVERNMENT SECONDARY SCHOOL AGE PROFILE Form 2: STUDENT AGE PROFILE School Year 2002 - 2003 (As of August 31)

ddress:		:hool	
(F. Street, Barangay, Municipality), (If annex, please indicate the address of the Annex)	(If annex, name of mother school)	(Current name)	
E-mail Address:	Division Telephone No. Tele Fax	Region	School ID

	_	_	_	- т	_	_				Γ.	Т	Т	1			1			
TOTAL	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	20 and above	19	18	17	16	15	14	13		 		10 and below		AGE		•		
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															Female	RI			
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Continu B	_														Female				
														_	1	Male	YEAR III		
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																Male	YEARIY		
		_	1													Female			
															i I	Mark	100	TOTAL	
																	Female.	AL .	

Note: Totals must tally with Total Enrolment data in Form 1, Section B.

ertified
d True
and (
Correct
by:

Date	Designation	School Head
		(Signature Over Printed Name)

GOVERNMENT SECONDARY SCHOOL PROFILE Form 3: PERSONNEL DATA

		. •	•	School	School Year 2002-2003	003						_J
School : (Current name)	ne)							School 15		-	-	l.
(Alternate/previous name, if any)	ne, if any)	, ,,,		• .	• •			Region:			•	
((I ennex, name of the dother school)	other school)	-	-		•			Telephone No. Tele Fax No.	 		-	
• . -	funicipality)		··] · 		•	- -		E-mail Address	» •		-	
(If annex, please indicate the address of the $Annex$)	iress of the Annex)	 -	-				. ·	86		-		
			SCHO	SCHOOL PLANTILLA ITEMS	NATIONALI	ATTONALEY-FUNDED PERSONNELTAX	ERSONNELG	7			TOTAL	.
POSITION TITLE	Number of plantilla items in	Number actually working in the school	ally warking school	. On	On leave	m(s)	Plantilla ' teachers detailed to other	BORROW FLA SCHO	BORROW FLANGEMENT SCHOOL(S)	. Nation	Nationally-funded personnel working in the school	rsonnel
	school PSI	Male	Female	3-12 months	over 12 months	Cal 30	school(s)/ DepEd office(s)	Male	Femalé	Male (CoL)+CoL(9)	Female (Cil a+Cotili)	10T.
A. Non-teaching												
Vocational School Administrator III	:		:			*		. i		!		
Vocational School Administrator 1 .								-		,		
Principal IV					-					:	<u> </u>	
Principal III	:	; ;		î			: .	1	-		ļ.	
Principal II Principal I			 	:								
Total Principal I-11			;									
Head Teacher VI			: 1	1.				:	:			Ţ.
Head Teacher IV		' <u> </u> .	'	:								
Head Jeacher II				!		:						
Head Teacher I												
Total Head Teacher 1-11												
Librarian												
TOTAL (Nationally-funded non-reaching personnell												
B. Teaching												
Instructor II												
Total Instructor 1-11												
Master Teacher II		-										
Total Master Teacher I-II												
Teacher III	,											
Teacher II											1	
Total Teacher [-]]]												

Date:			i			_	_		
Designation:					Divisional	Regional		Mun'l	Prov 1/City
School Head:	TOTAL Locally-funded	Others	Volunteer	PTCA-funded Volunteer Others	DepEd Office-Junded	, DepE	Local Gov't Unit	Special Educ. Fund (SEF)	Spe
Certified True		igust 31)	OOL (As of A)	IN THE SCHO	LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL (As of August 31	DED TEAC	OCALLY-FUN		

frue and Correct by:

Date	Designation	School Head:	
		(Secular Oct Prilod Name)	

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE ACCOMPLISHING THE FORMS.

This set of forms shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, extensions, etc. a different form shall be accomplished. He shall sign the forms certifying to the correctness of the data; and shall be responsible and accountable for any maccuracy or false data/information reported. He shall submit the accomplished forms to the <u>Division</u> Office on or before September 30, 2002.

Specific Instructions:

No item should be left blank. Instead, "zero (0)" or "not applicable (a)" should be written.

- Form 3: PERSONNEL DATA and Form 4: TEACHER ASSIGNMENTS The data to be entered are as 31st of August 2002.
 - Nationally-funded personnel are those teaching and non-teaching personnel having plantilla

 positions, including those with provisional appointments.
 - Number of plantilla items in school PSI refers to the number of plantilla items allocated to the school.
 - Number actually working in the school are those teaching and non-teaching personnel with plantilla positions and are actually performing their specific assignments in the school as of 31st of August 2002.
 - On leave personnel refer to those who are on sick, vacation, study and/or maternity as of 31 st of August 2002.
 - Position(s) vacant refers to the plantilla positions that are unfilled as of 31st of August 2002.
 - Personnel detailed to DepEd office(s) are those assigned/designated to other DepEd office like
 the district, the division, the regional or the central office and are not actively teaching.
 - Locally-funded teachers working in the school are those teachers not having plantilla positions but are actually working in the school and whose compensation is not paid out of the national budget. These are classified according to the following:
 - Special Education Fund (SEF) Teachers whose salaries are being paid by the Local School Board Fund (Provincial/City or Municipal) where they belong.
 - **Local Government Unit (LGU) funded** Those teachers paid out of the regular fund of the LG $\dot{\mathbf{U}}$.
 - DepEd Office-funded Those teachers paid by either the regional or the division DepEd office.
 - PTCA-funded Teachers who receive their salaries through the Parents-Teachers-Community Association (PTCA).
 - Volunteer These are teachers who work for free or who receive very minimal allowance usually from the LGUs.
 - Others These include canteen-paid teachers and those who are financially supported by individual, non-government organizations (NGOs), etc.
 - Plantilla items borrowed from other school/s refer to those items that are being lent by other school/s as of 31st of August 2002.
 - Angeillary services are those rendered by a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (NFE, PE, Boy/Girl Scout, etc.), teacher nurse. Class adviser is not included.

GOVERNMENT SECONDARY SCHOOL PROFILE Form 4: TEACHER ASSIGNMENTS

(Nationally-funded teachers only)
School Vear 2002-2003 (As of August 31)

Address		•	, Sellooi		
(#. Street. Barangay. Municipality) If anney please indicate the address of the Annex.)	(If annex, name of the mother school)	(Alternate/previous name, if any)	(Current name)		School rear root-ro
E-mail Address:	Telephone No.:	Region		School ID	SCHOOL Lear Food Grant Control of
			•		

Note: The total number of Master Teachers and Teachers, Col. (7), must tally with those given in Col. (13) of Form 3, "Total, Nationally-funded personnel working in the

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						TM+T) ILTOT ANA ACT
	-					
						1 Citi i cacino.
						Total Teacher 1-111
						Teacher I
					1	
	:		i		:	Teacher II
						Teacher III
1 1 1 1				•		I (that interacts a con-
						Total Master Teacher I-II
						Master Feacher I
			٠			Master Leacher II
		1				
		-		Con (2)	Col. (2)	Cot. (1)
	(01. (0)	Col. (5)	Col. (4)	. Cal (3)		
Col. (7)	C21 (6))				
		perday	Or more	as additional load	ancillary services*	
	•	(nan zee mans	200 mins per day	services	Not assigned to	
	alicinal i services	than 200 mins	Crass teaching	Assigned to ancillary		Position Title
10121	ancillary services*	Class teaching less	Culturalismo			•
T	Assigned full-time to	<u>l_</u>	part-time to an	Carries full-time class teaching load	Carries full-time	•
		verienced part-time to class teaching.	Assigned part-tim			school".
						(1011)

Date	Designation	Certified True and Correct by: School Head :
		d Correct by: (Sugnature over Praised Name)