

Enclosure 2

Data Element Description

Name and Code : School Form 8 Learner's Basic Health and Nutrition Report for Senior High School (SF8-SHS)
Person Responsible : Class Adviser, School Nurse or other qualified personnel
Schedule : Within 1stQuarter of School Year or as needed
Instruction/s : For all grade levels

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
	Strand	Refers to the specialized curricular offerings under a particular track
10	LRN	Unique twelve-digit identification number assigned to a

		learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
11	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
12	Birthdate	Date of birth of the learner as reflected in the birth certificate or equivalent document
13	Age	The age of the learner (in whole number) in a given cut-off period
14	Weight	Learner's weight expressed in kilograms (kg)
15	Height	Learner's standing height expressed in meters
16	Height ² (m ²)	Squared value of learner's standing height
17	Nutritional Status	Condition of the learner's body influenced by diet, particularly the levels of nutrients in the body and the ability of those levels to maintain normal metabolic integrity, determined through the learner's weight-to-height ratio or BMI universally expressed in units of kg/m ² and described using the following categories: Underweight, Normal Weight, Overweight, and Obese
18	Height for Age (HFA)	Described as Severely Stunted, Stunted, Normal, or Tall
19	Remarks	Used to note additional health-related information about the learner

Enclosure 2

Data Element Description

Name and Code : School Form 1 School Register for Senior High School (SF1-SHS)
Person Responsible : Class Adviser
Schedule : Beginning of Semester & End of Semester
Instruction/s : Should provide detailed information per learner of the summary data being reported to EBEIS

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained Grade Level
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
	Strand	refers to the specialized curricular offerings under a particular track
	Semester	Prescribed period of time that schools offer daily instruction

		in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
10	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
11	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
12	Birthdate	Date of birth of the learner as reflected in the birth certificate or equivalent document
13	Age	The age of the learner (in whole number) in a given cut-off period
14	Religious Affiliation	The religious belief of the learner. For Muslim learners, "Islam" shall be indicated under this column instead of "Muslim".
15	Complete Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
19	Father's Name	Name of the learner's father as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first, followed by the First Name, the Middle Name, and the Name Extension (if any)
20	Mother's Maiden Name	Maiden name of the learner's mother as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first, followed by the First Name, the Middle Name, and the Name Extension (if any)
21	Name of Guardian	On grounds authorized by law, the name of any relative or other person entrusted with the custody and control of the learner, the learner's property, or both.
19	Contact Number of Parent/Guardian	Used to note additional health-related information about the learner

	Remarks	<p>Additional information including but not limited to the learner's status or particular condition based on the legend of indicators and equivalent codes:</p> <ol style="list-style-type: none"> 1. Balik-Aral - refers to a learner who went back to school and resumed studies after year(s) of dropping out or discontinuing studies. 2. CCT/4Ps Recipient - refers to a learner aged 3-18 years whose family is included in the Conditional Cash Transfer (CCT) under the Pantawid Pamilyang Pilipino Program (4Ps) of the Department of Social Welfare and Development (DSWD). The family was selected from the poorest households in municipalities with high poverty incidence. One relevant feature of 4Ps is the provision of educational cash grant of P3,000.00 for one school year or ten months at P300.00/month per learner in elementary level and P5,000.00 for one school year or ten months at P500.00/month per learner in secondary level (JHS and SHS) for educational expenses on the condition that these learners attend school. Maximum of three learners per household is allowed. 3. Transferred In/Out – learner who transfers from one school to another within the school year 4. Transferred Out to ALS–learner who transfers from formal school to ALS program within the school year 5. Dropped Out – learner who left school and is no longer attending classes 6. Learner with Exceptionality –for detailed instruction, please refer to DO 45, s. 2017 - Guidelines on Updating the Basic Education Statistics for the Beginning of School Year 2017-2018 in the Learner Information System and Enhanced Basic Education Information System
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Enclosure 2

Data Element Description

Name and Code : School Form 2 Daily Attendance Report of Learners for Senior High School (SF2-SHS)
Person Responsible : Class Adviser
Schedule : Daily updating and for submission to the office of the school head/registrar on or before 5th day of the succeeding Month

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five

		months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
13	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
14	Month of	Month covered in the report
15	Date	Date of school days in the current month expressed numerically in the appropriate column labeled M, T, W, TH, F, and S to represent Monday, Tuesday, Wednesday, Thursday, and Friday, respectively
16	Total for the Month: Absent	Total number of absences incurred by each learner in the current month
17	Total for the Month: Tardy	Total number of times each learner was late in reporting to the first class period in the morning and afternoon (wherever applicable) or spent less than the required time in school (under time including cutting of classes) in the current month
18	No. of Days of Classes	Prescribed number of school days in the current month
19	Enrolment (as of 1 st Friday of the semester)	Total number of enrolled learners as of the first Friday of the semester covered in the report
20	Late Enrolment during the month (beyond cut-off)	Total number of learners who enrolled in the school during the current month beyond the cut-off or the first Friday of the semester
21	Registered Learners as of end of the month	Total actual number of learners officially enrolled in the school (including transferred in) as of the last day of classes in the current month. Learner/s who are no longer in school/transferred out as of the last day of classes for the month must not be included.
22	Percentage of Enrolment as of end of the month	Percentage (%) of the number of learners officially enrolled in the school as of the end of the current month, computed as follows:[formula]
23	Average Daily Attendance	Average daily number of learners attending classes in the current month
24	Number of students absent for 5 consecutive days	Total number of learners who did not attend class for five (5) consecutive days used as basis for home visitation
25	No Longer in School (NLS)	Total number of learners, within the current month, who left

		school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. This should not be counted in the number of Registered Learners as of end of the month.
26	Transferred Out	Total number of learners, within the current month, who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total. This should not be counted in reporting the total number of Registered Learners as of end of the month.
27	Transferred In	Total number of learners, within the current month, who enrolled in the school from another school, whether public or private, disaggregated into male, female, and their combined total. This should be counted in the total number of Registered Learners as of end of the month.
28	Remarks	Additional information on the codes for checking attendance

Enclosure 2

Data Element Description

Name and Code : School Form 3 Books Issued and Returned for Senior High School (SF3-SHS)
Person Responsible : Class Adviser
Schedule : Beginning and End of Semester
Instruction/s : All textbooks being used should be reported regardless of number of books per subject area

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year

12	LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
13	Name of Learner (Last Name, First Name, Extension Name, Middle Name)	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the learner's Last Name indicated first, followed by the First Name, Name Extension (if any) and the Middle Name
14	Book/Module Title	Name of the book and/or learner's module allotted to the learner(s) for use during the semester
15	Date Issued	Date in which the book and/or learner's module was issued to the learner(s) for use during the semester
16	Date Returned	The day the learner returned the book allotted to him/her. In case of losses/unreturned books, the reason shall be stated in this column using the following code: FM = Force Majeure, NLS = No Longer in School, and NEG = Negligence
17	Total Copies Issued	Total number of copies issued by the teacher to the learners for each textbook/learner's module
18	Total Copies Returned	Total number of copies returned by the learners to the teacher for each textbook/learner's module
19	Remarks/Action Taken	Actions taken by the teacher are indicated using the following code: LLTR = Secured letter from the learner duly signed by the parent/guardian (for FM) TLTR = Teacher prepared letter/report duly noted by the School Head for submission to the School Property Custodian (for NLS) PTL = Paid by the learner (for NEG)

Enclosure 2

Data Element Description

Name and Code : School Form 4 Monthly Learners' Movement and Attendance for Senior High School (SF4-SHS)

Person Responsible : School Head

Schedule : On or before the 10th day of the succeeding month

Instruction/s : This is the summary of enrollment and movement by section and grade level based from SF2-SHS prepared and submitted by the Class Adviser. The Schools Division Office, the SGOD in particular, must be furnished a copy of this report for the months of June, October, November & March.

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of

		November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	Registered Learners (As of End of the Month)	Total number of enrolled learners in the school disaggregated into male, female, and their combined total as of the end of the current month
13	Attendance: Daily Average	Average daily number of learners attending classes in the current month disaggregated into male, female, and their combined total
14	Attendance: % for the Month	Percentage of the attendance for the current month disaggregated into male, female, and their combined total
15	Dropped Out (A) Cumulative Number as of Previous Month	Total number of learners from the first day of the semester to the last school day of the previous month who left school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. (Note: In case of death, recording must be made in SF1-SHS, SF2-SHS and SF4-SHS. It shall be considered as dropped out but a notation must be provided in SF4-SHS as "Dropped out due to death: (count)")
16	Dropped Out (B) Total for the Month	Total number of learners in the current month who left school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. It shall be considered as dropped out but a notation must be provided in SF4-SHS as "Dropped out due to death: (count)"
17	Dropped Out (A+B) Cumulative Number as of End of the Month	Total number of learners from the first day of the semester to the last school day of current month who left school before completing the prescribed grade level within the specified school year disaggregated into male, female, and their combined total. It shall be considered as dropped out but a notation must be provided in SF4-SHS as "Dropped out due to death: (count)"
18	Transferred Out (A) Cumulative Number as of Previous Month	Total number of learners from the first day of the semester to the last school day of the previous month who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total.
19	Transferred Out (B) Total for the Month	Total number of learners in the current month who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total
20	Transferred Out (A+B) Cumulative Number as of End of the Month	Total number of learners from the first day of the semester to the last school day of the current month who left the school to enter another school, whether public or private, as evidenced by a request for the Learner's Permanent Record for Senior High School (SF10-SHS), disaggregated into male, female, and their combined total
21	Transferred In (A) Cumulative Number as of Previous Month	Total number of learners from the first day of the semester to the last school day of the previous month who enrolled in the school from another school, whether public or private, disaggregated into male, female, and their combined total
22	Transferred In (B)	Total number of learners in the current month who enrolled in the

	Total for the Month	school from another school, whether public or private, disaggregated into male, female, and their combined total
23	Transferred In (A+B) Cumulative Number as of End of the Month	Total number of learners from the first day of the semester to the last school day of the current month who enrolled in the school from another school, whether public or private, disaggregated into male, female, and their combined total

Enclosure 2

Data Element Description

Name and Code : School Form 5A End of Semester and School Year Status of Learners for Senior High School (SF5A-SHS)

Person Responsible : Class Adviser

Schedule : Every End of the Semester

Instruction/s : This will be used for Grade 11 and 12. The column "End of School Year Status" shall be filled out only at the end of 2nd semester. Learner who is no longer in the school within the reporting period should not be included. Specific instructions shall be observed in harmony with the implementation of K to 12 program.

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the

		month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	Back Subject/s	List of subjects where the learner obtained a rating lower than 75%
13	End of Semester Status	Describes whether the learner has satisfied requirements in all subject areas for the semester. This is tagged Complete if the learner obtained a rating of at least 75% in all subject areas or Incomplete if the learner obtained a rating lower than 75% in one or more subject areas.
14	End of School Year Status	Describes whether the learner has satisfied requirements in all subject areas for the first and second semester. This is tagged Regular if the learner obtained a rating of at least 75% in all subject areas in both the first and second semester. This is tagged Irregular if the learner has a rating lower than 75% in one or more subject areas in one or both semesters.
15	Summary Table 1 st Sem End of Semester Status	Total number of learners who have Complete or Incomplete status as of end of the first semester, disaggregated into male, female, and their combined total
16	Summary Table 2 nd Sem End of Semester Status	Total number of learners who have Complete or Incomplete status as of end of the second semester, disaggregated into male, female, and their combined total
17	Summary Table End of the School Year Only	Total number of learners who have Regular or Irregular status as of end of the school year, disaggregated into male, female, and their combined total
18	Signature of Division Representative Over Printed Name	Name and signature of the authorized Division Representative attesting to the correctness of the information provided in the form

Enclosure 2

Data Element Description

Name and Code : School Form 5B List of Learners with Complete SHS Requirements (SF5B-SHS)
Person Responsible : Class Adviser
Schedule : Every End of the Semester
Instruction/s : This will be used for Grade 12 only. Specific instructions shall be observed in harmony with the implementation of K to 12 program.

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
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or April (End of Second Semester) of the following year
12	Completed SHS in 2 SYs?	Tagged Yes if the learner completed SHS in two consecutive school years (SYs), otherwise tagged No
13	National Certification Level Attained	If applicable, the National Certification (NC) level attained by each learner should be indicated

14	Summary Table A	Total number of learners who completed the SHS Program in two (2) consecutive SYs or four (4) consecutive semesters as well as learners who took more than 2 SYs or 4 semesters, disaggregated into male, female, and their combined total
15	Summary Table B	Total number of learners who obtained National Certification I, II, and III disaggregated into male, female, and their combined total

Enclosure 2

Data Element Description

Name and Code : School Form 6 Summarized Report of Learner Status as of End of Semester and School Year for Senior High School (SF6-SHS)

Person Responsible : School Head

Instruction/s : This is the summary of end of semester and end of school year status by section and grade level based from SF5A-SHS prepared and submitted by the Class Adviser

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	Grade Level	A stage in the basic education cycle typically associated with the regular progression of learners through the formal schooling system with concomitant competencies that need to be attained Grade Level
7	Section	The class name to which the form belongs
8	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
9	Track	A program in SHS that a learner may choose, namely: Academic, Technical-Vocational-Livelihood, Arts and Design, and Sports some of which may be classified further into specialized curricular offerings called strands
10	Strand	Refers to the specialized curricular offerings under a particular track
11	Semester	Prescribed period of time that schools offer daily instruction in Senior High School (SHS) covering two quarters or five months of regular schooling from the month of June (Beginning of First Semester) to the month of October (End of First Semester), and from the month of November (Beginning of Second Semester) to the month of March or

		April (End of Second Semester) of the following year
12	End of Semester Status	Describes whether the learner has satisfied requirements in all subject areas for the semester. This is tagged Complete if the learner obtained a rating of at least 75% in all subject areas or Incomplete if the learner obtained a rating lower than 75% in one or more subject areas.
13	End of School Year Status	Describes whether the learner has satisfied requirements in all subject areas for the first and second semester. This is tagged Regular if the learner obtained a rating of at least 75% in all subject areas in both the first and second semester. This is tagged Irregular if the learner has a rating lower than 75% in one or more subject areas in one or both semesters.
14	Total End of Semester Status	Total number of learners who have Complete or Incomplete status as of end of the first semester, disaggregated into male, female, and their combined total
15	Total End of the School	Total number of learners who have Regular or Irregular status as of end of the school year, disaggregated into male, female, and their combined total
16	Signature of School Head	Name and signature of the School Head attesting to the correctness of the information provided in the form
17	Signature of Division Representative Over Printed Name	Name and signature of the authorized Division Representative validating to the correctness of the information provided in the form

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	Describes the nature of employment or employment status of each employee based on the following: <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