



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
Office of the Secretary

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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.
4. 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 division offices 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.

R. C. Bacani
RAMON C. BACANI
Undersecretary

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 _____
 (Current name)

 (Alternative/previous names, if any)

 (If annex, name of mother school)

 Address _____

 (P, Street, Barangay, Municipality)

A. SCHOOL

(Tick one)
 Incomplete Primary School
 Complete Primary School
 Incomplete Elementary School
 Complete Elementary School
 Offering Monograde Classes Only
 Offering Multi-grade Classes Only (Classes with 2 or more grade levels)
 Offering Both Monograde & Multi-grade Classes

School ID _____

 Region
 Division
 District
 Telephone No.
 Tele Fax No.
 E-mail address

B. PUPIL AND CLASS DATA FOR CURRENT SCHOOL YEAR 2002-2003 (As of August 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Total (1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLLMENT																
Monograde																
Multi-grade																
Included in this enrollment, number of:																
Repeaters																
Transferees in																
Transferees Out																
Balk-Aval																
TOTAL NUMBER OF CLASSES																
TOTAL NUMBER OF MULTI-GRADE CLASSES																

C. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2001-2002 (As of March 31)

Enrollment	Male	Female
Enrollment		
Number of Promotees/Graduates		
Number of Dropouts		

D. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT (To be filled up by schools with more than one shift)

Enrollment	1st Shift		2nd Shift		3rd Shift	
	Male	Female	Male	Female	Male	Female
Enrollment						
Number of Classes						

E. EXISTING NUMBER OF CLASSROOMS

Total number of rooms designed as classrooms	Used as academic classrooms		Converted to science laboratories		Converted to workshops		Converted to computer rooms		Current use of these classrooms	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total number of rooms designed for special purposes										

F. EXISTING CLASSROOM FURNITURE

Classroom furniture	Desks	Chairs and tables	Armchairs	Total no. of students that can be seated with existing furniture

G. EXISTING NUMBER OF TOILETS

Number of bowl toilets	Girls	Boys	Shared (girls and boys)

Certified True and Correct by:
 School Head _____
 Designation _____
 Date _____

Verified by the Division Office _____
 Designation _____
 Date _____

(Signature Over Printed name)

(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 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 B AND C: PUPIL AND CLASS DATA - The data being requested here cover both the current year (Table B) and previous school year (Table C).

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

School _____ (Current name)

(Alternative/previous names if any)

(If annex, name of mother school)

Address _____ (#, Street, Barangay, Municipality)

School ID :

Region _____

Division _____

District _____

Telephone No. _____

Tel Fax No. _____

E-mail address _____

AGE	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		GRADE 6		TOTAL (1-6)	
	With ECD Experience *	Without ECD Experience	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
5 and Below														
6														
7														
8														
9														
10														
11														
12														
13 and Above														
TOTAL														

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

* Early Childhood Development (ECD) programs 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.

Certified True and Correct by : _____
 (Signature Over Printed Name)

School Head : _____
 (Signature Over Printed Name)

Designation : _____
 Date : _____

Designation : _____
 Date : _____
 (Signature Over Printed Name)

GOVERNMENT ELEMENTARY SCHOOL PROFILE
Form 3: PERSONNEL DATA (As of August 31)
 School Year 2002 - 2003

School _____
 (Current name)

 (Alphabetical/previous name, if any)

 (If annex, name of the mother school)

 (If Street, Barangay, Municipality)

 (If annex, please indicate the address of the Annex)

School ID _____
 Region _____
 Division _____
 District _____
 Telephone No. _____
 Tele Fax No. _____
 E-mail address _____

POSITION TITLE

A. Non-teaching Col. (1)	Number of positions assigned in the school Col. (2)	Number actually working in the school			TOTAL Col. (5)	On leave		Positions vacant Col. (8)	Personnel detailed to DepEd Office(s) Col. (9)
		Male Col. (3)	Female Col. (4)	3-12 months Col. (6)		over 12 months Col. (7)			
Principal IV									
Principal III									
Principal II									
Principal I									
<i>Total Principal I-IV</i>									
Head Teacher III									
Head Teacher II									
Head Teacher I									
<i>Total Head Teacher I-III</i>									
Guidance Coordinator/Counselor									
Clerk									
Security Guard									
Utility Worker									
TOTAL (Nationally-funded non-teaching personnel)									
B. Teaching									
Master Teacher II									
Master Teacher I									
<i>Total Master Teacher I-II</i>									
Teacher III									
Teacher II									
Teacher I									
<i>Total Teacher I-III</i>									
TOTAL (Nationally-funded teaching personnel)									

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL (As of 31st of August)

Special Educ. Fund (SEF)	Local Gov't Unit (LGU) funded	DepEd Office-funded	PTCA-funded	Volunteer	Others	TOTAL Locally-funded
Principal/Chm.	Mont'l	Regional	Divisional			

Certified True and Correct by:

Verified by the Division Office:

School Head: _____
 Designation: _____
 Date: _____

(Signature Over Printed Name)
 Designation: _____
 Date: _____

**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.

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 leave* 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 31st 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

School ID :

School : _____
 (If renamed, please indicate old name)
 (If annex, please indicate main school)
 Address : _____
 (#, Street, Barangay, Municipality)

Region : _____
 Division : _____
 Telephone No. : _____
 Tele Fax No. : _____
 E-mail address : _____

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

Position Title	Carries full-time class teaching load		Assigned part-time to class teaching, part-time to ancillary services*	Class teaching 200 min. per day or more	Class teaching less than 200 min. per day	Assigned full-time to ancillary services*	Total
	Not assigned to ancillary services* Col. (2)	Assigned to ancillary services as additional load Col. (3)					
Master Teacher II							
Master Teacher I							
<i>Total Master Teacher I-II</i>							
Teacher III							
Teacher II							
Teacher I							
<i>Total Teacher I-III</i>							
GRAND TOTAL (T+MT)							

Certified True and Correct by:
 School Head : _____
 (Signature Over Printed Name)
 Designation : _____
 Date : _____

Verified by the Division Office:

 (Signature Over Printed Name)
 Designation : _____
 Date : _____

**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 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 B AND C: STUDENT AND CLASS DATA - The data being requested here cover both the current year (Table B) and previous school year (Table C).

- **Total Enrolment** - Include all students enrolled in the school, including repeaters.
- **Number of Repeaters** - 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 Transferees 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).
- **Number of Balit-aral** - 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

- **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 year level.
- **Shift (or session)** - 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 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)

School _____

(Current name)

(Alternative/previous names, if any)

(If annex, name of mother school)

Address : _____

(= Street, Barangay, Municipality)
 (If annex, please indicate the address of the Annex)

School ID : _____

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Region : _____

Division : _____

Telephone No. : _____

Tele Fax : _____

E-mail Address : _____

AGE	YEAR I		YEAR II		YEAR III		YEAR IV		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 and below										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20 and above										
TOTAL										

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

Certified True and Correct by:

School Head : _____

(Signature Over Printed Name)

Designation : _____

Date : _____

GOVERNMENT SECONDARY SCHOOL PROFILE
Form 3: PERSONNEL DATA
School Year 2002-2003

School _____
 (Current name)

 (Alternate/previous name, if any)

 (Former name of the teacher/school)
 Address _____

 (City, Street, Borough, Municipality)
 (If annex, please indicate the address of the Annex)

School ID _____
 Region: _____
 Division: _____
 Telephone No. _____
 Tele Fax No. _____
 E-mail Address _____

POSITION TITLE <small>Col. 11</small>	NATIONALLY-FUNDED PERSONNEL (As of August 31)						PLANTILLA ITEMS BORROWED FROM OTHER SCHOOLS		TOTAL NATIONALLY-FUNDED PERSONNEL WORKING IN THE SCHOOL				
	Number of plantilla items in school PSE <small>Col. 12</small>	Number actually working in the school <small>Col. 13</small>		On leave <small>Col. 15</small>		Plantilla item(s) vacant <small>Col. 17</small>	Plantilla teachers detailed to other schools/DepEd offices <small>Col. 18</small>	Male <small>Col. 19</small>	Female <small>Col. 20</small>	Male <small>Col. 21</small>	Female <small>Col. 22</small>	TOTAL <small>Col. 23</small>	
		Male <small>Col. 14</small>	Female <small>Col. 16</small>	3-12 months <small>Col. 15</small>	over 12 months <small>Col. 16</small>								
A. Non-teaching													
Vocational School Administrator III													
Vocational School Administrator II													
Vocational School Administrator I													
Total P.S.A-I-III													
Principal IV													
Principal III													
Principal II													
Total Principal I-III													
Head Teacher VI													
Head Teacher V													
Head Teacher IV													
Head Teacher III													
Head Teacher II													
Head Teacher I													
Total Head Teacher I-IV													
Guidance Coordinator/Counselor													
Librarian													
TOTAL NATIONALLY-FUNDED non-teaching personnel													
B. Teaching													
Inspector II													
Inspector I													
Total Inspector I-II													
Master Teacher II													
Master Teacher I													
Total Master Teacher I-II													
Teacher III													
Teacher II													
Teacher I													
Total Teacher I-III													
TOTAL (Nationally-funded teaching personnel)													

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL (As of August 31)						TOTAL
Special Educ. Fund (SEF)	Local Gov't Fund (LGF) funded	DepEd Office-funded	PTC-A-funded	Volunteer	Others	Locally-funded
Position	Count	Count	Count	Count	Count	Count

Certified True and Correct by:
 School Head: _____
 Designation: _____
 Date: _____
 Assistant School Head: _____
 Date: _____

**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 **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.

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 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 31st 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 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.
- **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.
- **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 SECONDARY SCHOOL PROFILE
Form 4: TEACHER ASSIGNMENTS
 (Nationally-funded teachers only)
 School Year 2002-2003 (As of August 31)

School ID

--	--	--	--	--	--

School _____
 (Current name)*

_____ (Alternate/previous name, if any)

_____ (If annex, name of the mother school)

Address _____
 (#, Street, Barangay, Municipality)

(If annex, please indicate the address of the Annex.)

Region _____
 Division _____
 Telephone No. _____
 Tele Fax _____
 E-mail Address _____

*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 school.**

Position Title	Carries full-time class teaching load		Assigned part-time to class teaching, part-time to ancillary services*	Class teaching less than 200 mins per day	Assigned full-time to ancillary services*	Total
	Not assigned to ancillary services*	Assigned to ancillary services as additional load				
Col. (1)	Col. (2)	Col. (3)	Col. (4)	Col. (5)	Col. (6)	Col. (7)
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)						

Certified True and Correct by:
 School Head _____
 Designation _____
 Date _____
 (Signature over Printed Name)