



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

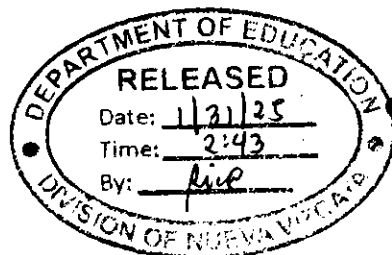
31 January 2025

DIVISION MEMORANDUM  
No. **49**, s. 2025

**SUBMISSION OF SCHOOL FORM 7 (SF7)  
SCHOOL PERSONNEL ASSIGNMENT LIST AND BASIC PROFILE**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
Administrative Officer V  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. Relative to DepEd Order 005, s.2024 Re: Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, and DepEd Memorandum No. 053, s.2024 Re: Implementation Guidelines for DepEd Order No. 005, s.2024, this office would like to inform all Elementary and Secondary Schools to submit a copy of the School Form 7 (SF7) School Personnel Assignment List and Basic Profile for SY 2024-2025 on or before February 4, 2025 at the Human Resource Management Office (HRMO) through the Records Section.
2. The SF7 will serve as a basis for the validation of Teacher Need Analysis (TNA) by the Planning and Research Unit and consolidation of Overload pay to be submitted for funding at the Regional Office.
3. All Elementary Schools should compile their SF7 and submit per district while Secondary Schools may submit individually.
4. For information, guidance and wide dissemination.



**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent  
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