

Employee No. (or Tax Identification Number - T.I.N.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Nature of Appointment/ Employment Status	EDUCATIONAL QUALIFICATION			Subject Taught (include Grade & Section), Advisory Class & Other Ancillary Assignments	Daily Program (time duration)				Remarks (For Detailed Items, Indicate name of school/office, For IP's -Ethnicity)
						Degree / Post Graduate	Major/ Specialization	Minor		DAY (M/T/W/TH/F)	From (00:00)	To (00:00)	Total Actual Teaching Minutes per Week	
									Ave. Minutes per Day					
									Ave. Minutes per Day					
									Ave. Minutes per Day					
									Ave. Minutes per Day					
									Ave. Minutes per Day					

GUIDELINES:

1. This form shall be accomplished at the beginning of the school year by the school head. In case of movement of teachers and other personnel during the school year, an updated Form 19 must be submitted to the Division Office .
2. All school personnel, regardless of position/nature of appointment should be included in this form and should be listed from the highest rank down to the lowest.
3. Please reflect subjects being taught and if teacher handling advisory class or Ancillary Assignment. Other administrative duties must also reported.
4. Daily Program Column is for teaching personnel only.

Submitted by:

(Signature of School Head over Printed Name)

Updated as of: _____