



Republic of the Philippines
MINISTRY OF BASIC, HIGHER AND TECHNICAL EDUCATION
 Personnels Data for S.Y. 2021-2022

Annex A



Division Name, if applicable: _____
 District Name, if applicable: _____
 School Name: _____
 School Identification Number: _____
 School Address: _____
 Type of School (Public or Private): _____
 Contact Number: _____

EMPLOYEES DATA

Human Resource

No. of Regular Teaching Personnel:
 No. of Regular Non-Teaching Personnel:
 No. of Substitute Teachers, if any:
 No. of Para-Teachers, if any:
 No. of ISAL Teachers, if any:
 No. of Casual/Job Order/Contract of Service Personnel, if any:
 No. of Volunteer Teachers, if any:

Male	Female	
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-

Total No. of Employees in School

Teaching Staff Only (Mark xxx if Not Applicable)

	NOT APPLICABLE	MALE	FEMALE	TOTAL
No. of Kindergarten Teachers		-	-	-
No. of Grade 1 Teachers		-	-	-
No. of Grade 2 Teachers		-	-	-
No. of Grade 3 Teachers		-	-	-
No. of Grade 4 Teachers		-	-	-
No. of Grade 5 Teachers		-	-	-
No. of Grade 6 Teachers		-	-	-
No. of Grade 7 Teachers		-	-	-
No. of Grade 8 Teachers		-	-	-
No. of Grade 9 Teachers		-	-	-
No. of Grade 10 Teachers		-	-	-
No. of Grade 11 Teachers		-	-	-
No. of Grade 12 Teachers		-	-	-
Total No. of Teaching Staff in School		-	-	-

Prepared by:

 School Planning Officer

Reviewed by:

 District Supervisor, if applicable

Certified Correct by:

 School Principal/Head

Received by

 Schools Division Superintendent



Republic of the Philippines
MINISTRY OF BASIC, HIGHER AND TECHNICAL EDUCATION
 Employees Data for S.Y. 2021-2022
 Division of _____

Annex B



Division Name: _____
Schools Division Office Address: _____

EMPLOYEES DATA

Human Resource

	Male	Female	
No. of Regular Teaching Personnel:	<input type="text"/>	<input type="text"/>	-
No. of Regular Non-Teaching Personnel:	<input type="text"/>	<input type="text"/>	-
No. of Substitute Teachers, if any:	<input type="text"/>	<input type="text"/>	-
No. of Para-Teachers, if any:	<input type="text"/>	<input type="text"/>	-
No. of ISAL Teachers, if any:	<input type="text"/>	<input type="text"/>	-
No. of Casual/Job Order/Contract of Service Personnel, if any:	<input type="text"/>	<input type="text"/>	-
No. of Volunteer Teachers, if any:	<input type="text"/>	<input type="text"/>	-
Others, if any:	<input type="text"/>	<input type="text"/>	-
Total No. of Employees in Division	<input type="text"/>	<input type="text"/>	-

Teaching Staff Only (Mark xxx if Not Applicable)

	NOT APPLICABLE	MALE	FEMALE	TOTAL
No. of Kindergarten Teachers	<input type="text"/>	-	-	-
No. of Grade 1 Teachers	<input type="text"/>	-	-	-
No. of Grade 2 Teachers	<input type="text"/>	-	-	-
No. of Grade 3 Teachers	<input type="text"/>	-	-	-
No. of Grade 4 Teachers	<input type="text"/>	-	-	-
No. of Grade 5 Teachers	<input type="text"/>	-	-	-
No. of Grade 6 Teachers	<input type="text"/>	-	-	-
No. of Grade 7 Teachers	<input type="text"/>	-	-	-
No. of Grade 8 Teachers	<input type="text"/>	-	-	-
No. of Grade 9 Teachers	<input type="text"/>	-	-	-
No. of Grade 10 Teachers	<input type="text"/>	-	-	-
No. of Grade 11 Teachers	<input type="text"/>	-	-	-
No. of Grade 12 Teachers	<input type="text"/>	-	-	-
Total No. of Teaching Staff in Division	<input type="text"/>	-	-	-

Prepared by:

Reviewed by:

 Division Planning Officer

 Division Administrative Officer

Certified Correct by:

 Schools Division Superintendent



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

REGIONAL MEMORANDUM


No. 1374
 Series of 2021

RELEASED

BY: Hajair
 DATE: 03 NOV 2021
 TIME: 1:50 Pm
 Ctrl No: 2021-11-04

TO : **DR. RAHIB KUDTO**
 Director General for Basic Education

ATTENTION : **ALL SCHOOLS DIVISION SUPERINTENDENTS AND FOCALS**
DIVISION PLANNING OFFICERS/COORDINATORS
DISTRICT SUPERVISORS
PUBLIC AND PRIVATE SCHOOLS PRINCIPALS/SCHOOL HEADS

FROM : 
MOHAGHER M. IQBAL
 MINISTER

SUBJECT : **SUBMISSION OF OFFICIAL EMPLOYEES DATA FOR SY 2021-2022**

DATE : November 2, 2021

1. The Ministry of Basic, Higher and Technical Education (MBHTE) guarantees the quality of education and education services for all the learners and personnel for School Year (SY) 2021-2022 amid the pandemic. As we continue on Alternative Learning Modality and a possible shift to face-to-face classes, the MBHTE is facing various challenges that needs immediate response.
2. In relation thereto, the Ministry will collect, analyze, and use significant Schools' Data from Public and Private Educational Institutions to advance the quality of education and education services in the region. Submission of Official Enrollment Data for SY 2021-2022 as of October 31, 2021 has already started and shall proceed to the next phase. We will be collecting the Human Resource Data of this ministry from both public and private schools.
3. All concerned, are hereby directed to fill-in properly and correctly the necessary information using the attached templates. Information collected may be used for future personnel career advancement, assignment orders, election, and others as the ministry sees fit in accordance with existing rules and regulations.
4. The following procedures must be complied:
 - a. Public and private schools must prepare the Employees Data (One School ID, One Enrollment Data) based on the template provided on **"Annex A and A-1"**.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

RELEASED

By: Marlon Abalencia
 Date: NOV 03 2021
 Time: 2:40 Pm
 Control No: 2021-11-04





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

Hard copies must be printed in four (4) while soft copies must be saved in the flash drive and must be submitted **on or before November 8, 2021** to Division Planning Officer/Coordinator at the division office;

- b. Schools Division Superintendents (SDS) shall sign the Employees Data acknowledging the receipt of four (4) hard copies and soft copies saved in the flash drive. Failure to submit either the hard or soft copies is tantamount to non-Submission. Hard copies and flash drive are distributed in the following manner: 1 copy for the **Schools**, 1 copy for **Schools Division Superintendent**, 1 copy for **Planning Officer**, and 1 copy for **EMIS Section, PPRD, MBHTE Central Office**;
 - c. Division Planning Officers/Coordinators must **consolidate** all Schools Employees Data using the template provided on "**Annex B and B-1**";
 - d. Schools Division Superintendents must **transmit and endorse** the 1 copy (hard and soft) of Official Employees Data to EMIS Section, Planning Division, MBHTE Central Office, Bangsamoro Government Center while Division Planning Officers/Coordinators must submit the **Electronic Copy of Consolidated Data (Annex B)** with subject "**Consolidate Employees Data – Division Name**" to **Mr. Abdul Raffi A. Abas**, OIC-Chief EMIS Section at **uemis.mbhte@gmail.com on or before November 12, 2021**;
 - e. EMIS Section and Planning Division shall **acknowledge the receipt** of all submitted documents (hard and soft) with Date, Name and Signature of Receiving Personnel.
5. For information and immediate compliance.

