




Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

17-209-0-139
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: MAY 11 3 2019
BY: [Signature]

DIVISION MEMORANDUM
No. 139 s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisor CID and SGOD
Senior High School, Junior High School and Elementary School Heads
All Others Concerned

FROM: 
REBONFAMIL R. BAGUIO
Schools Division Superintendent
May 10

DATE: May 2, 2019

**RE: SCHEDULE OF THE MONTHLY FORM 7 PAYROLL WORKSHEET
PREPARATION AND SUBMISSION OF SALARY CLAIMS FOR
PERSONNEL NOT YET INTEGRATED**

1. The Division preparation of the monthly Form 7 Payroll Worksheet shall be **every 3rd working day of the month**. This is to avoid erroneous entries and to expedite the preparation before its submission to the Regional Payroll Servicing Unit every 8th of the month.
2. Further, submission of salary claims of the newly hired employees not yet integrated shall also be **every 3rd working day of the month** in order to facilitate the processing on time. Late submission of claims shall be processed with next month's schedule.
3. It is advised that Form 7 In-Charge must secure summary of leave of absence at the Division Personnel Office through Ruel T. Brigole.
4. Queries relative to this can be relayed to Guia Ma. G. Gamutin at 0917-706-7745.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Sayre Hi-way, Casisang, Malaybalay City
Telefax #: 088-314-0094, Tel. # 088-813-1246
Website: <http://depedmalaybalay.net>
Email: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com