

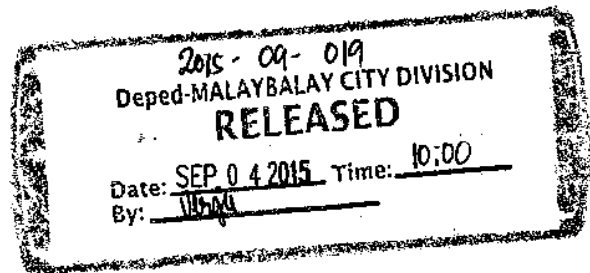


Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway Purok 6, Casisang, Malaybalay City  
Website: www.depedmalaybalay.net



MEMORANDUM

To: All Public Schools District Supervisors  
District Staff (Form 7 In-Charge)



From: *[Signature]*  
EDILBERTO L. OPLENARIA, CESO VI  
OIC-Schools Division Superintendent *[Signature]*

Date: September 4, 2015

Re: CONFERENCE FOR ACCURATE AND ON-TIME FORM 7 SUBMISSION

1. Due to the observed inaccurate entries in filling-up the District's Monthly Payroll Worksheet (Form 7) based on official records, this Office hereby directs you to attend a conference with the Personnel Unit and Records Unit Staff on September 7, 2015, immediately after the flag ceremony to be conducted at the Division Multipurpose Hall, Barangay Casisang, Malaybalay City
2. This conference aims to discuss important matters relevant to the preparation of the Form 7 and facilitate the fast processing of Form 7.
3. For Compliance.

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Records Unit  
AO File