

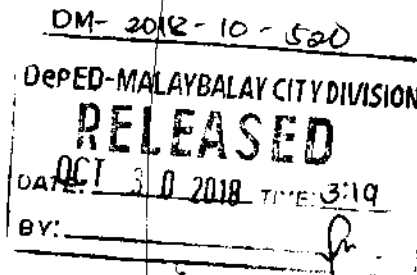


DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM
No. 520 s. 2018

TO: Public Schools District Supervisors
Secondary School Heads
All Others Concerned
This Division



FROM: For the Schools Division Superintendent

SUNNY RAY F. AMIT
Assistant Schools Division Superintendent

DATE: October 30, 2018

RE: ORIENTATION FOR THE "ORAL READING" OF MONTHLY FORM 7 PAYROLL WORKSHEET PREPARATION

1. This is to inform the field that the Division of Malaybalay City will cast a try-out of the monthly "oral reading" in preparation of the monthly Form 7 Payroll Worksheet to avoid erroneous entries and to expedite the preparation before its submission to the Regional Payroll Servicing Unit every 8th of the month.
2. Hence, it is requested that one (1) personnel representative for every District for Elementary Schools and one (1) for every Secondary School including Bukidnon National High School for their Senior High School (SHS) personnel shall attend the above mentioned orientation on October 31, 2018, 3:00 PM at the Division Multi-Purpose Hall, Casisang, Malaybalay City.
3. 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