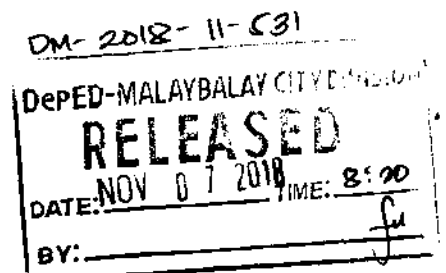




Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 531, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
This Division

FROM: *[Signature]*
REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: November 6, 2018

RE: **SUBMISSION OF SCHOOL MONTHLY PAYROLL WORKSHEET
(FORM 7) AND DIVISION FORM 7 READING/REVIEW**

In view of the prompt submission of Monthly Payroll Worksheet (Form 7) to Regional Payroll Servicing Unit, this Office hereby directs all Elementary School Heads to submit School Form 7 to their respective District Form 7 In-charge on or before the **4th working day** of the following month. Then on the **5th working day** of every month, Form 7 In-charge for Elementary and Form 7 In-charge for Secondary Schools shall convene for the "Division Form 7 Reading/Review" which shall be conducted at 8:00 AM at the Division Office Multi-Purpose Hall.

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