



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

DM-2019-05-155  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAY 16 2019 TIME: 1:30  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 155 s. 2019

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

**FROM:**

  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

**DATE:** May 14, 2019

**RE: ADDENDUM TO DIVISION MEMORANDUM NO. 139, S. 2019 RE:  
SCHEDULE OF THE MONTHLY FORM 7 PAYROLL WORKSHEET  
PREPARATION AND SUBMISSION OF SALARY CLAIMS FOR  
PERSONNEL NOT YET INTEGRATED**

1. Paragraph 1 and 2 of Division Memorandum No. 139, s. 2019 states that Division preparation of the monthly Form 7 Payroll Worksheet and submission of salary claims of newly hired employees not yet integrated in the Regional Payroll shall be every 3<sup>rd</sup> working day of the month. These will be done by the Administrative Assistants II and III assigned in their respective Schools.
2. Queries relative to this can be relayed to Guia Ma. G. Villahermosa 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](mailto:malaybalay.city@deped.gov.ph); [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)