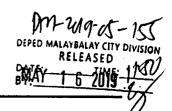


Republic of the Philippines Bepartment of Education

Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM No. | C 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 3rd 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

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