



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM-2022-10-542  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 06 OCT 2 2022 Time: 4:47  
 By: *Khuanda*

**DIVISION MEMORANDUM**

No. 542, s. 2022

To: **Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division**

From: **VICTORIA V. GAZO, PhD., CESO V**  
*To* Schools Division Superintendent *V*

Date: **October 12, 2022**

Re: **CHANGES IN THE SUBMISSION AND REPORTING OF MONTHLY  
 PAYROLL WORKSHEET/ REPORT OF SERVICE (FORM 7) OF  
 TEACHING PERSONNEL AND DAILY TIME RECORD (DTR) OF  
 NON-TEACHING PERSONNEL**

1. With the new deadline set for submission of Form 7 to the Regional Payroll Servicing Unit that has been moved earlier from the 10<sup>th</sup> day to the 5<sup>th</sup> day of the month pursuant to Regional Memorandum No. 185, s. 2022 re: **Changes in the Government Service Insurance (GSIS) Remittances and Timelines on Submission of Form 7 and Release of Profflist**, the Division Office informs all Form 7 In-Charge on the implementation of in-person oral reading of Form 7. Moreover, this also applies to the reading of DTRs for the Division Office-based and field-based non-teaching personnel.

2. The schedule for the in-person oral reading for the remaining months of CY 2022 are set as follows:

DTR Period	Oral Reading Schedule	Morning Participants	Afternoon Participants
October 1-31, 2022	November 4, 2022	DTR/Form 7 In-Charge from Districts 6-10	DTR/Form 7 In-Charge from Districts 1-5
November 1-30, 2022	December 2, 2022	DTR/Form 7 In-Charge from Districts 6-10	DTR/Form 7 In-Charge from Districts 1-5





Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

December 1-31, 2022	January 4, 2023	DTR/Form 7 In-Charge from Districts 6-10	DTR/Form 7 In-Charge from Districts 1-5
---------------------	-----------------	--	---

3. The non-teaching personnel in the Division Office are hereby informed of the deadline for submission to the Person-In-Charge as follows:

DTR Period	Submission Deadline
October 1-31, 2022	November 3, 2022 before 12NN
November 1-30, 2022	December 1, 2022 before 12NN
December 1-31, 2022	January 2, 2023 before 12NN

Division/Unit	Person-In-Charge
CID	Ms. Filipina T. Taray, ADA VI
SGOD	Mr. Karl Lois C. Pagaran, PDO I
OSDS • SDS Office • Legal Unit • IT Unit • Procurement Unit	Mr. Joeril C. Labita, ADAS II
OSDS-Administrative Services • Records Unit • Cash Unit • Supply and Property Unit • Personnel Unit ASDS Office	Ms. Irish J. Cagatcagat, ADA VI
Accounting Unit	Mr. Nelvin H. Armecin, ADAS II
Budget Unit	Mr. Darry D. Tuminao, ADAS I

4. Failure to comply on the schedule for Form 7 oral reading and/or to submit DTRs on the deadline shall be a ground for deletion of account from the regional payroll. It follows that those employees who will be deleted from the regional payroll shall request for salary claim at the Division Office under the one-month scheme with deductions covering the statutory contributions only. Moreover, it will be the responsibility of the concerned employees to make over-the-counter settlement of monetary obligations to government/private lending institutions.





Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

---

5. The Division Office also reminds the field to use the standard template/format in the preparation of manual DTR/Form 48 in the absence of a biometric DTR system in schools, specifically in the use of A4 paper size printed in ½ lengthwise orientation.

6. For strict compliance.

TO BE POSTED IN THE WEBSITE

---



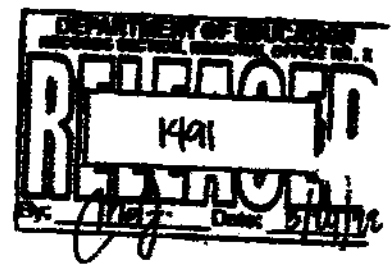
Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 83 0060



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



March 22, 2022

**REGIONAL MEMORANDUM**

No. 165, s. 2022

**CHANGES IN THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)  
REMITTANCES AND TIMELINES ON SUBMISSION  
OF FORM 7 AND RELEASE OF PROOFLIST**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents

**1. Early Submission of Form 7.**

- a. With the implementation of the "Twice a Month Release of Salary" effective February 2022, the processing time of the Regional Payroll Services of the Regional Office (RO) has been reduced to five days. As observed for the last two months, the Schools Division Offices (SDOs) that submitted their Form 7 earlier than the deadline set were able to receive the Summary of Disbursement (SOD) on or before the 15th of the month, under normal condition.
- b. To give enough time to process the payroll, the deadline for submission of complete Form 7 is moved to every 5th day of the month while the supporting documents for integration/adjustment of salaries is on the 3rd week of the previous month. It is understood that the documents submitted for adjustment/integration are already updated with the GSIS Branch Office concerned to ensure that the adopted changes will not be subject to "clarificatory items" in the GSIS Electronic Billing and Collecting System (EBCS).
- c. Delay in the submission of these documents will be tantamount to delay in the release of SOD and ultimately the salaries for the month.

**2. Transfer of GSIS Remittances to SDOs Concerned.**

- a. Effective April 2022, the responsibility of remitting the deducted premium contributions and payment of loans shall be transferred to the SDOs concerned to ensure the timely remittance of the subject deductions for the benefit of all the employees particularly those retiring/separating. Therefore, upon the implementation process, the fund transfer to this Office for payment of salaries will be the net of GSIS premiums and loans.



\* DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
(088) 856-3932 | (088) 881-3137 | (088) 881-3031  
Department of Education Region 10  
region10@deped.gov.ph  
<http://deped10.com>



- b. Also, since the processing of payroll is completed in the first half of the month, remittances to government institutions and Private Lending Institutions/Cooperatives are already available in the third week of the month. This will mean that the SDOs now have the option to remit the deducted remittances earlier than the presently adopted schedule of every 10th of the calendar month following the month to which the contributions apply. For the GSIS remittance, the computation of the Average Month Compensation (AMC) shall include the last 36 months of service or the Periods with Paid Premiums (PPA) to maximize the benefits of the personnel/teachers of the SDOs. Hence, the SDOs shall make early deposits than the required schedule.

**3. Release of Prooflist**

- a. As basis for the payment of salaries, the following schedule of the release of prooflist shall be adopted:
- i. For the 15th salary - on the 14th of every month under normal condition
  - ii. For the 30th salary - 29th of every month or earlier should these periods fall on a weekend.
- b. However, the release of the Prooflist to the SDOs/Bank shall be subject to the condition that the ADA/Fund transfer for the remaining remittances still processed by this Office will be emailed by the SDOs to the Accounting Section of this Office.

4. This Office directs the strict compliance with this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

To be indicated in the Perpetual Index  
under the following subjects:

**SALARY    EMPLOYEE    FORM    REMITTANCE**

\* Changes in the Government Service Insurance System (GSIS) Remittances and Timelines on Submission of Form 7 and Release of Prooflist

ADMIN/jessie