



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

DM 2023-10-450  
 DEPED MALAYBALAY CITY  
 RELEASED  
 DATE: 10/23/23 TIME: 9:24  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 450, s. 2023

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: **CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

Date: **October 23, 2023**

Re: **PREPARATION, SUBMISSION, AND ORAL READING SCHEDULE  
 OF DAILY TIME RECORD AND MONTHLY REPORT OF SERVICE  
 (FORM 7) FOR THE PERIOD OCTOBER 1-31, 2023**

1. In anticipation of the All Saints and All Souls' Day on November 1-2, 2023, the field is hereby advised to be guided by the attached timetable to prioritize the preparation and submission of approved DTRs to ensure timely preparation and submission of the schools' Monthly Report of Service (Form 7) to the Personnel Unit of the Division Office.
2. All school Form 7 In-Charge are informed of the special schedule for the October 1-31, 2023 Form 7 Oral Reading on **November 4, 2023 (Saturday)** to ensure timely preparation and submission of the consolidated Monthly Report of Service (Form 7) to the Regional Payroll Servicing Unit. **Hence, it is expected that the complete documents must be forwarded by the assigned PSDS to the Personnel Unit on November 3, 2023 (Friday).**
3. Further, all non-teaching personnel in the CID, SGOD, and OSDS must also ensure submission of their approved DTRs to the Personnel Unit on **November 3, 2023.**
4. Equivalent Compensatory Overtime Credits (COC) for the number of overtime work hours rendered on the said date shall be provided to the school and division office Form 7 In-Charge.
5. Travel and other expenses of the Form 7 In-Charge shall be charged against the school MOOE funds subject to the usual accounting, auditing policies, rules, and regulations.



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





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**Day 1: November 3, 2023 (FRIDAY) - Preparation and Submission of Documents**

Time	Activity	Person Responsible	Output
7:15AM-8:00AM	Preparation of DTR	Teachers/ Non-Teaching Personnel	Accomplished DTR
8:00AM-10:00AM	Preparation of Form 7	Form 7 In-charge: - ADAS II - ADAS III - AO II	Accomplished Form 7 with attached DTRs
10:00AM-12:00NN	Review and Approval of DTRs and Form 7	School Head	Approved accomplished DTRs and Form 7
1:00PM-3:00PM	Review and Approval of Form 7 and DTRs	Public Schools District Supervisor	Approved Form 7 with complete DTRs
3:00PM-5:00PM	Submission of Reviewed and Approved Form 7 to the Personnel Unit	Public Schools District Supervisor  Form 7 & DTRs of Teachers c/o Sunshine C. Gamboa  DTRs of Non-Teaching Personnel c/o Jayson E. Butal	Ready for Oral Reading: - DTRs of the non-teaching personnel - Form 7 with attached DTRs of teachers

**Day 2: November 4, 2023 (SATURDAY) - Oral Reading**

Time	Activity	Person Responsible	Output
8:00AM -12:00NN	Oral Reading of the following: -DTRs of the non-teaching personnel -Form 7 with attached DTRs of teachers	Form 7 In-Charge	Approved DTRs and Form 7
1:00PM-5:00 PM	Oral Reading of the following: -DTRs of the non-teaching personnel -Form 7 with attached DTRs of teachers	Form 7 In-Charge	Approved DTRs and Form 7

TO BE POSTED IN THE WEBSITE

Encl: List of Form 7 In-Charge



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#	FORM 7 INCHARGE	DISTRICT	PSDS	SCHOOL
1	Anecio, Joy Mae H.	8	Aba Q. Allaba, PhD	IAGES
		8	Aba Q. Allaba, PhD	SMAINHS (JHS,SHS)
		8	Aba Q. Allaba, PhD	San Roque ES
2	Astudillo, Jerome L.	9	Vicente G. San Miguel	Langasihian ES
		9	Vicente G. San Miguel	Lunokan ES
		9	Vicente G. San Miguel	Maligaya ES
		9	Vicente G. San Miguel	Matangpatang ES
		9	Vicente G. San Miguel	Miglamín ES
3	Astudillo, Pamela L.	3	Evernold C. Berial, PhD	Sta. Ana ES
4	Bacasmot, Gliocy R.	9	Vicente G. San Miguel	Miglamín NHS (JHS,SHS)
5	Bahian, Evangeline P.	8	Aba Q. Allaba, PhD	Linabo CS
6	Bandong, Aprille Mae H.	7	Jovy G. Molina	Apo Macote NHS (JHS,SHS)
		7	Jovy G. Molina	Macote ES
7	Barsobia, Phoebe Mae P.	1	Manny B. Pimentel, PhD	Dalwangan NHS (JHS, SHS)
8	Baul, Katleen Kristy M.	5	Liza G. Balintongog	Malaybalay City NHS
9	Baula, Elaine Joy B.	2	Ferdinand V. Mortera	Tintinaan ES
10	Bendijo, Alve Anne Christ	7	Jovy G. Molina	Bangcud NHS-SHS
11	Borres, Jona A.	6	Noel A. Tan Nery	Malaybalay City NSHS (JHS)
12	Borres, Ness Viola M.	3	Evernold C. Berial, PhD	Imbayao ES
		3	Evernold C. Berial, PhD	Imbayao NHS (JHS,SHS)
13	Brigole, Ruel T.	9	Vicente G. San Miguel	Managok NHS-SHS
14	Canonigo, Jenilyn P.	10	Perlita B. Wales	St. Peter NHS (JHS,SHS)
		10	Perlita B. Wales	Mapulo ES
15	Canson, Shella Novie A.	6	Noel A. Tan Nery	Magsaysay IS (E,JHS)
16	Cartin, Estrella E.	3	Evernold C. Berial, PhD	Bukidnon NHS-SHS
17	Conol, Archille B.	7	Jovy G. Molina	Bangcud CS
18	Cruzado, Neil Mar B.	9	Vicente G. San Miguel	Dumayas ES
19	Dayo, Irene Joy G.	7	Jovy G. Molina	Simaya IS (E,JHS)
20	Dela Cerna, Monabeth P.	4	Evernold C. Berial, PhD	Barangay 9 ES
		5	Liza G. Balintongog	Natid-asan ES
21	Delos Reyes, Welrose A.	5	Liza G. Balintongog	Casisang CIS (Elem,JHS)
22	Desalan, Jocardo B.	10	Perlita B. Wales	Tuburan IS (E,JHS)
23	Deximo, Don A.	2	Ferdinand V. Mortera	Can-ayan IS (E,JHS,SHS)
24	Diabordo, Barbette Fame	1	Manny B. Pimentel, PhD	Kalasangay NHS (JHS,SHS)
25	Ejem, Lee A.	8	Aba Q. Allaba, PhD	Lalawan ES
		8	Aba Q. Allaba, PhD	Lalawan NHS (JHS,SHS)
		8	Aba Q. Allaba, PhD	Sawaga ES
26	Espelita, Edwin C.	10	Perlita B. Wales	Busdi IS-Elementary
		10	Perlita B. Wales	Busdi IS (JHS,SHS)
		10	Perlita B. Wales	Caburacanan ES
		10	Perlita B. Wales	Indalasa ES
		10	Perlita B. Wales	Kulaman ES
		10	Perlita B. Wales	Pigpamulahan ES
		10	Perlita B. Wales	St. Peter ES
		10	Perlita B. Wales	Zamboanguita CS
27	Evangelista, Rhyna Fe M.	1	Manny B. Pimentel, PhD	Dalwangan ES
28	Fajardo, Dhairyl Jean C.	1	Manny B. Pimentel, PhD	Kalasangay CS
29	Galorio, Celeste G.	8	Aba Q. Allaba, PhD	San Martin ES
30	Gamboa, Sunshine C.	6	Noel A. Tan Nery	Balangbang ES

31	Garces, Brayan B.	2	Ferdinand V. Mortera	Incalbog ES
32	Garcia, Ariel D.	8	Aba Q. Allaba, PhD	Paiwaig ES
33	Garcia, Joseph L.	1	Manny B. Pimentel, PhD	Capitan Angel IS (E,JHS,SHS)
34	Gulle, Airiel	7	Jovy G. Molina	Binalbagan ES
		7	Jovy G. Molina	Dapulana ES
		7	Jovy G. Molina	Luyungan HS (JHS,SHS)
		7	Jovy G. Molina	Padernal ES
35	Israel, Joe Randy H.	2	Ferdinand V. Mortera	Candiisan IS (E,JHS)
36	Lambiguit, Gindy O.	6	Noel A. Tan Nery	Mapayag IS (E,JHS)
37	Lianda, Roldan Jr.	10	Perlita B. Wales	Pighalugan ES
38	Limena-Ricarte, Laureen N	6	Noel A. Tan Nery	Malaybalay City NSHS (SHS)
39	Lincasan, Bonna B.	1	Manny B. Pimentel, PhD	Damitan ES
		1	Manny B. Pimentel, PhD	New Ilocos ES
		1	Manny B. Pimentel, PhD	Patpat ES
40	Madronero, Clementina O	4	Evernold C. Berial, PhD	BCT ES
		4	Evernold C. Berial, PhD	Casisang NHS
41	Medidas, Angeli Ann T.	6	Noel A. Tan Nery	Aglayan CS
42	Miquiabas, Anabelle B.	4	Evernold C. Berial, PhD	Malaybalay City CS
43	Nericoa, Janine M.	2	Ferdinand V. Mortera	Sumpong CS
44	Padla, Waldemar D.	7	Jovy G. Molina	Calawag ES
45	Padrones, Liezl Jane P.	10	Perlita B. Wales	Kibalabag ES
		10	Perlita B. Wales	Silae ES
		10	Perlita B. Wales	Silae NHS (JHS,SHS)
46	Pasquil, Jeralyn B.	5	Liza G. Balintongog	Airport Village ES
47	Peñalosa, Cheryl Jane C.	5	Liza G. Balintongog	San Jose ES
48	Quindala, Anil U.	5	Liza G. Balintongog	Mabuhay IS
		5	Liza G. Balintongog	Panamucan ES
49	Quirong, Gwendolyn G.	2	Ferdinand V. Mortera	Baganao ES
		2	Ferdinand V. Mortera	Kibalabag IS (E,JHS,SHS)
		2	Ferdinand V. Mortera	Kilap-agan IS (E,JHS)
		2	Ferdinand V. Mortera	Manalog IS - Elem
		2	Ferdinand V. Mortera	Manalog IS - JHS
		2	Ferdinand V. Mortera	Tag-ilanao ES
50	Ramos, Godisa M.	9	Vicente G. San Miguel	Managok CS
51	Romanillos, Jennifer B.	5	Liza G. Balintongog	Malaybalay City SHS
52	Tandayag, Junnie Von B.	6	Noel A. Tan Nery	Bendolan ES
53	Tirol, Karole Lenin T.	6	Noel A. Tan Nery	Cabangahan ES
		6	Noel A. Tan Nery	Laguitas ES
54	Un, Heinrich Alwyn S.	9	Vicente G. San Miguel	Bagong Silang ES

**DIVISION OFFICE FORM 7 AND DTR IN-CHARGE**

#	Name	Responsibilities
1	Butal, Jayson E.	Consolidate, review, and record DTRs of all non-teaching personnel
2	Don, Evelyn Joy V.	Assist in the consolidation and review of all non-teaching personnel's DTRs
3	Gamboa, Sunshine C.	Consolidate, review, and record Form 7 & DTRs of all teaching personnel
4	Palma, Novilyn G.	Assist in the Form 7 oral reading and print the final consolidated entries