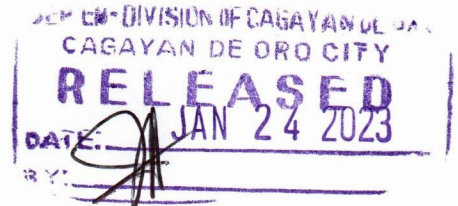


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION MEMORANDUM

No. 18, s. 2023



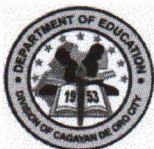
To : Division Payroll In-Charge
Secondary and Elementary School Heads
Elementary Public Schools District In-Charge
Secondary Public Schools Payroll Masters

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

Date : JANUARY 23, 2023

Subject : **Submission of FORM 7**
PAYROLL FOR THE MONTH OF FEBRUARY 2023

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **FEBRUARY 2023 PAYROLL** on **February 2, 2023** (Thursday) at 8:00 o'clock in the Division Office, Father William Masterson Avenue, Upper Balulang, Cagayan de Oro City.
2. All **school heads** and **insular/non-teaching personnel** must submit their DTR's with attached Biometric Print Out on **February 2, 2023**.
3. Original specimen of signature must be affixed in the Worksheet Payroll/Form 7 in all 3 copies.
4. Failure to submit on the scheduled date will result to removal from the Regional Payroll.
5. For guidance and strict compliance.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048