



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



Office of the Schools Division Superintendent

December 28, 2023

DIVISION MEMORANDUM
No. 702, s. 2023

SUBMISSION OF FORM 7 FOR THE MONTH OF DECEMBER 2023 PAYROLL

To : All Secondary and Elementary Public School Heads
All Elementary and Secondary Payroll In-Charge
Division Payroll Services Section
All others concerned

1. All school heads are reminded to submit the Form 7 of your respective schools in preparation for **JANUARY 2024 PAYROLL** on **January 3, 2024, Wednesday**, at 8:00 o'clock in the morning at the Division Office, Fr. William Masterson Avenue, Upper Balulang, Cagayan de Oro City.
2. The Form 7 must be originally signed by the school head in all three copies. Any incorrect remarks in the Form 7 of the schools shall be the direct responsibility and accountability of the school head.
3. All school heads and non-teaching personnel must submit their DTR's with attached Biometric Print Out and indicate your **School name** in the upper portion of your DTR.
4. DTR's of school heads shall be signed by the Assistant Schools Division Superintendent. All DTR's shall be checked and countersigned by the Public Schools District Supervisors who shall submit the same to the Office of the ASDS.
5. Failure to submit on **January 3, 2024** will result to removal from the Regional Payroll.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of disability, sexual orientation, gender, age, religion and ethnicity.
7. For compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent



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