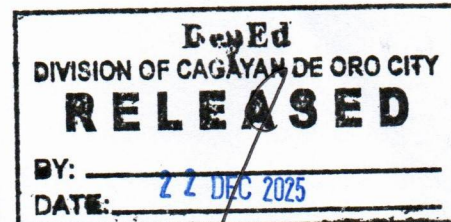




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 DECEMBER 2025

DIVISION MEMORANDUM
No. 1156, s. 2025

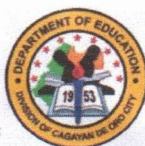
SUBMISSION OF FORM 7 FOR THE MONTH OF DECEMBER 2025

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(PDF) for the month of DECEMBER 2025 of your respective schools in preparation for **JANUARY 2026 PAYROLL** on **January 6, 2026**, Tuesday, 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 two copies. Any incorrect remarks in the Form 7 of the schools shall be the direct responsibility and accountability of the school head.
3. School Heads are reminded to include all employees of their respective schools (substitutes/ provisional, newly hired permanent teaching and non-teaching personnel.
4. Daily Time Record 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 and subsequently submitted to the Division Payroll Service Unit.
5. Deadline and finalization of the Form 7 Google Drive will be on December 26, 2025, PDF will be sent through email per school on January 5, 2026 at 1:00pm and submission of Form 7 hard copy will be on January 6, 2026.
6. Failure to submit Form 7 on January 6, 2026 will result to removal from the Division Payroll.
7. 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.
8. For compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

DM-012-OSDS-AS-PAYROLL-DBP



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