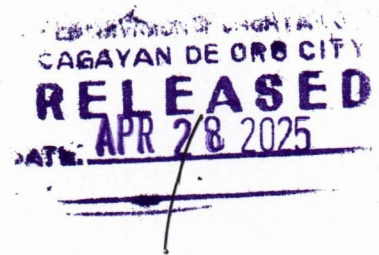




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

28 APR 2025

DIVISION MEMORANDUM
No. 350, s. 2025

SUBMISSION OF FORM 7 FOR THE MONTH OF **APRIL 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 of your respective schools in preparation for **MAY 2025 PAYROLL** on **April 30, 2025, 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. Completion of On-line Google Drive Form 7 due every end of the month and submission of hard copy Form 7 in PDF format will be on **April 30, 2025**.
4. Daily Time Record for salary claims of all Division Paid Personnel (Newly hired Teachers, Substitute Teachers and Non-Teaching Personnel) shall be submitted together with the form 7 worksheet of schools on the same date.
5. 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.
6. Failure to submit on April 30, 2025 will result to removal from the Regional 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-004-OSDS-AS-PAYROLL-DBP



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