



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE		
RECORDS SECTION CONTROL NO. <u>16251</u>		
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May 29, 2025

DIVISION MEMORANDUM

No. 292, s.2025

**IMPLEMENTATION OF DECENTRALIZED PREPARATION AND
FINALIZATION OF FORM 7 STARING JULY 2025**

To: Public Schools District Supervisor
School Heads
Administrative Officers II
All Concerned Personnel

1. In line with the Department of Education's ongoing initiative to decentralize payroll processing and in anticipation of the impending transfer of the payroll system to the Schools Division Office, this office hereby issues the following directive effective July 1, 2025:
2. Administrative Officers II assigned in the field shall take full responsibility for the preparation, checking, review, validation, and finalization of the **Form 7 (Monthly Payroll Worksheet & Report of Service)** under their jurisdiction.
3. This new protocol is part of the Division's preparation to fully assume payroll processing responsibilities. As such, accuracy, integrity, and timeliness in the completion and submission of Form 7 are always expected.
4. Any misrepresentation, dishonesty, or tampering of data in Form 7 shall be directly attributable to the Administrative Officer II assigned, and such acts shall be subject to administrative sanctions as provided under existing Civil Service and DepEd rules and regulations.
5. All school heads are directed to coordinate closely with their respective Administrative Officer II and to extend necessary support and access to ensure the correctness of data reflected in Form 7.
6. Blank Form 7 templates will be released through the Records Section. The schedule of releasing shall be announced monthly together with the pay slips.



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7. Further guidelines, orientation schedules, and updated templates (if any) shall be released in a separated communication.
8. For your strict compliance.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent