



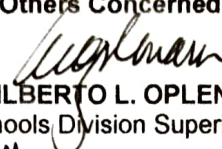
Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA DEL N



**Division Memorandum**

No. 059 s. 2022

To : Elementary and Secondary School Principals  
Administrative Officers II  
Division Office Personnel  
All Others Concerned

From :   
EDILBERTO L. OPLENARIA, CESO V  
Schools Division Superintendent

Subject : PREPARATION AND SUBMISSION OF FORM-7 (Monthly Payroll Worksheet & Report of Service)

Date : February 4, 2022

1. In preparation of the implementation of twice-a-month salary to DepEd Personnel stated in OUF-2021-073 "**Internal Guidelines on the Implementation of Twice-a-Month Release of Salary to DepEd Personnel**", everybody is hereby directed to follow the schedule shown below to provide ample time in the preparation and submission of Form 7 to the Regional Payroll Service Unit.

Regular/Permanent/Probationary/Job Order

Process	Schedule
a. Submission of DTR to In-Charge	1 <sup>st</sup> working day of the following month
b. Submission of Form 7 to Division Payroll Unit	on or before the 3rd of the following month
c. Submission of Form 7 to the Regional Payroll Service Unit	on or before the 7th of the following month

2. ALIVE/Asatidz teachers who will be paid monthly are also directed to follow the schedule shown below.

Process	Schedule
a. Submission of DTR to In-Charge	1 <sup>st</sup> working day of the following month
b. Submission of Form 7 and DTR to Division Payroll Unit (include Contract of Service at the beginning of the year)	on or before the 3rd of the following month



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3. School Heads must designate a specific person to prepare the Monthly Payroll Worksheet duly signed by them which will then be submitted to the district office for consolidation using the standard **template form**. The Consolidated Monthly Payroll Worksheet (Form 7) must be duly signed by the Administrative Officer II and School Head where the AO II is stationed, and to be submitted online, both in soft and scanned copies to the HRMO-Division Payroll & Services Unit with email address [payroll.idn@deped.gov.ph](mailto:payroll.idn@deped.gov.ph), on or before the 3<sup>rd</sup> day of the month.
4. For Alive/Asatids, duly signed Monthly Payroll Worksheet (Form 7), Daily Time Record, and Contract of Service should be submitted in hard copies through the Records Section.
5. The HRMO-Division Payroll & Services Unit will be in charge of receiving from the Regional Office the blank Form 7 for all schools and districts. They are to fill-in the data based on the emailed school/district Form-7 from the field. They are also responsible for preparing all the approved Form-7 by the Division's authorized officers which will be submitted to the Regional Office on or before the 7<sup>th</sup> day of the month.
6. You are further reminded that the processing of our monthly salary is dependent on the submission of the Form-7. The school head and the personnel in-charge who fail or are late in submitting their consolidated Form 7 will be held responsible and will be the ones to process and submit their Form-7 to the Regional Office.
7. The schools/districts can get their approved Form-7 file copies only after the submission and verification of all the Form-7 (Monthly Payroll Worksheet & Report of Service) by the Regional Office.
8. The implementation of the new process is effective immediately this month.
9. Immediate dissemination and strict compliance of this Memorandum is desired.



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