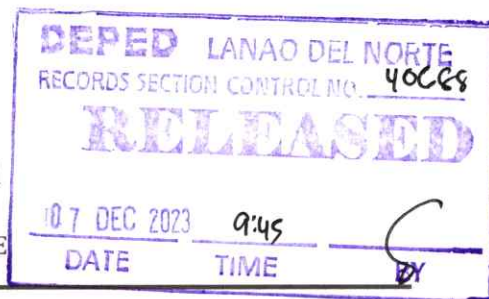




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



December 6, 2023

DIVISION MEMORANDUM

No. 616, s. 2023

**TIMELINES ON SUBMISSION OF FORM 7
(Monthly Payroll Worksheet and Report of Service)**

To: Public Elementary and Secondary School Heads
Administrative Officer II
Division Office Personnel
All Others Concerned

1. This Office reiterates **Division Memorandum No. 150, s. 2022** on **Timelines on Submission of Form 7 particularly the Monthly Payroll Worksheet and Report of Service** is scheduled on **December 27, 2023** only.

Regular / Permanent / Probationary / Job Order

Particular/Activity	Schedule	Person Responsible	Mode of Submission
a. Submission of DTR to the person In-charge	Every last working day of the month	Concern	Hard copy
b. Submission of Form 7 to Division Payroll Unit	on or before the 2nd day of the following month	Administrative Officer II	Online, both soft and scanned copies through email (depdpayroll.lan@gmail.com)
c. Submission of Form 7 to the Regional Payroll Service Unit	on or before the 5th day of the following month	HRMO – Payroll	Hard copy

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

Particular/Activity	Schedule	Person Responsible	Mode of Submission
a. Submission of DTR to the person In-charge	Every last working day of the month	Concern	Hard copy
b. Submission of Form 7 to the Division Payroll Unit (including the signed and approved Contract of Service at the beginning of each year)	on or before the 2nd day of the following month	Administrative Officer II	Hard copy through the Records Section



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2. Any personnel that may cause a **delay** in the **submission** of **Form 7** in their respective schools/district will be subject to an **Administrative Sanction** by this Office.
3. The schools/districts, through their Administrative Officer 2, can get their approved Form 7 file copies only after the submission and verification of all the Form 7(Monthly Payroll Worksheet and Report of Service) by the Regional Office.
4. The implementation of the new process is effective immediately this month. Any previous issuances in relation to this memorandum are hereby repelled.
6. This Office directs the immediate and wide dissemination of this Memorandum.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Ecnl.: None
Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

TIMELINESS SUBMISSION FORM 7 MONTHLY PAYROLL WORKSHEET REPORT OF SERVICE

DTT/DM - Timelines on Submission of Form 7 particularly the Monthly Payroll Worksheet and Report of Service