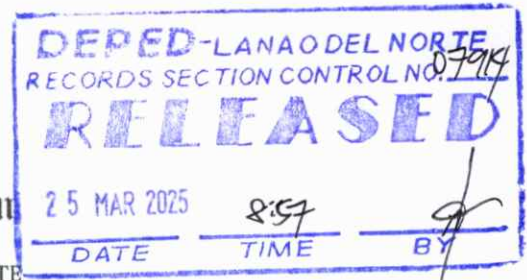




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



March 24, 2025

DIVISION MEMORANDUM

No. 195, s.2025

UPDATES ON THE PREPARATION OF FORM 7

To: Administrative Officer V
Administrative Officer IV (HRMO II)
Personnel Section-Payroll Unit
Administrative Officer II
All Others Concerned

1. In reference to Regional Memorandum No. 158, s. 2025, all Administrative Officer II designated as District/School Form 7 Consolidators are hereby directed to attend an orientation and updating session on the preparation of Form 7. The activity is scheduled as follows:

Date: March 26, 2025

Venue: Division Office, Pigcarangan, Tubod, Lanao del Norte

Time: 9:00 AM

2. This session aims to ensure accuracy, consistency, and compliance with the updated guidelines and reporting procedures set by the Regional Office. Important updates and clarifications regarding the preparation and submission of Form 7 will be discussed.

3. Administrative Officer II personnel who are not designated as Form 7 Consolidators may attend the session through an online platform. Further details and the meeting link will be provided by the Division Office before the scheduled activity.

4. Additionally, other personnel concerns will also be addressed during the session. This includes updates on administrative processes, personnel matters, and other relevant discussions affecting Administrative Officers in their respective assignments.



Address: Pigcarangan, Tubod, Lanao del Norte
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5. All personnel concerned are expected to bring the necessary documents, including the previous Form 7 reports and any queries regarding their consolidation tasks.
6. The travel expenses of the concerned personnel shall be subject to the usual accounting and auditing rules and regulations.
7. For strict compliance.


EDWIN B. MARIBOJOC, CESO V
Schools Division Superintendent



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