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Republic of the Philippines
Department of Education (DepEd)
Region VIII (Eastern Visayas)
DIVISION OF NORTHERN SAMAR



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November 12, 2018

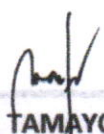
DIVISION MEMORANDUM

No. 740, s. 2018

**PRESCRIBED FORMAT FOR THE MONTHLY PAYROLL WORKSHEET
AND REPORT OF SERVICE (FORM 7)**

TO: CID and SGOD Chiefs
Education Program Supervisors
Public School District Supervisors
Secondary and Elementary Principals and School Heads
Others Concerned

1. Attached is Regional Memorandum No. 524, s. 2018 informing all concerned on the Prescribed Format for the Monthly Payroll Worksheet and Report of Service (Form 7), underscoring the need for the Principals/School Heads to prepare their respective Form 7 starting the month of December 2018.
2. To ensure accuracy and prompt submission, the School Principals or the Schools Heads shall certify the correctness of the entries in Form 7 and shall submit the same to the District Office on or before the **7th day** of the following month. The District Heads shall initial at the approval portion of the Form 7 before it is forwarded to the Division Office on before the **10th day** of the following month. DTR and the required supporting documents, if applicable, shall be attached at all times to Form 7.
3. Stating further, Secondary School Principals/Heads with Senior High Schools shall prepare a separate Form 7 for Senior High School Teachers. Kindly indicate at the upper right corner of the Form 7, "**SENIOR HIGH SCHOOL**".
4. For Insular/Employees under the plantilla of SDO proper, comprising of School Principals and identified Non-Teaching, Form 7 shall be prepared at the Division Office. Insular employees shall observe policy for DTR submission as indicated in Division Memorandum No 247, s. 2018.
5. Immediate dissemination and compliance is highly required.


CARMELA R. TAMAYO, Ed.D., CESO VI
Schools Division Superintendent



"Soar High, Northern Samar Division!"

