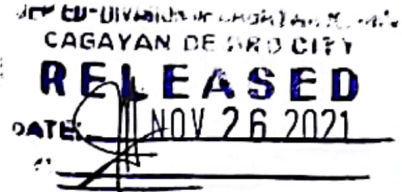




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**DIVISION MEMORANDUM**

No. 544, s. 2021



To : Division Payroll In-Charge  
Secondary and Elementary School Heads  
Elementary Public Schools District In-Charge  
Secondary Public Schools Payroll Masters

From : **CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent *Cherry Mae Limbaco-Reyes*

Date : November 23, 2021

Subject : **Submission of NOVEMBER 2021 (Form 7)  
PAYROLL FOR THE MONTH OF DECEMBER 2021**

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **DECEMBER 2021 PAYROLL on December 2, 2021** (Thursday) at eight o'clock in the morning at the Division Office, Father William Masterson Avenue, Upper Balulang, Cagayan de Oro City.
2. Original specimen of signature must be affixed in the Worksheet Payroll/Form 7 in all 3 copies.
3. All **school heads, Administrative Officer -II and non-teaching personnel** must submit their DTR's with attached Accomplishment Reports on **December 2, 2021**.
4. Failure to submit on the scheduled date will result to removal from the Regional Payroll.
5. For guidance and strict compliance.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048