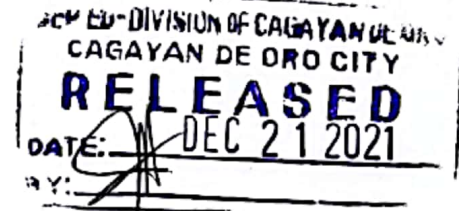




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION MEMORANDUM

No. 609, s. 2021



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

From : **ALICIA E. ANGHAY**
Asst. Schools Division Superintendent/OIC-OSDS

Date : December 21, 2021

Subject : **Submission of DECEMBER (Form 7)
PAYROLL FOR THE MONTH OF JANUARY 2022**

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **JANUARY 2022 PAYROLL on January 4, 2022** (Tuesday) 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 **January 04, 2022**.
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