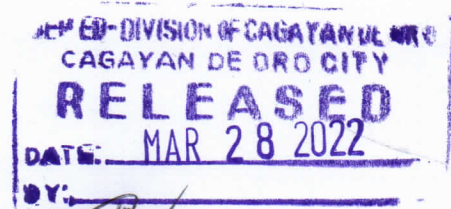




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**DIVISION MEMORANDUM**

No. 111, s. 2022

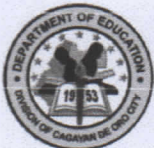
To : Division Payroll In-Charge  
Secondary and Elementary School Heads  
Elementary Public Schools District In-Charge  
Secondary Public Schools Payroll Masters

From : **CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent *[Signature]*

Date : March 25, 2022

Subject : **Submission of MARCH 25, 2022 (Form 7)  
PAYROLL FOR THE MONTH OF APRIL 2022**

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **APRIL 2022 PAYROLL on APRIL 1, 2022** (Friday) 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. To fast track the release of April 15, 2022 salary due to observance of the Holy Week. All **school heads, Insular/ non-teaching personnel** must submit their DTR's with attachments on **April 1, 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