



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



DIVISION MEMORANDUM

No. 152, s. 2022

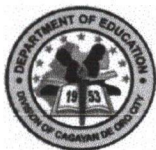
To : Division Payroll In-Charge
Secondary and Elementary School Heads
Elementary Public Schools District In-Charge
Secondary Public Schools Payroll Masters

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

Date : April 25, 2022

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

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **MAY 2022 PAYROLL** on **May 2, 2022** (Monday) at the Division Office, Father William Masterson Avenue, Upper Balulang, Cagayan de Oro City.
2. All **school heads and insular/non-teaching personnel** must submit their DTR's with attached Biometric Print Out on **May 2, 2022**.
3. Original specimen of signature must be affixed in the Worksheet Payroll/Form 7 in all 3 copies.
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