

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

DIVISION MEMORANDUM

No. 252, s. **2022**



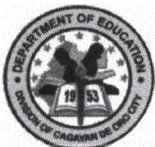
To : Division Payroll In-Charge
Secondary and Elementary School Heads
Elementary Public Schools District In-Charge
Secondary Public Schools Payroll Masters

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

Date : JUNE 21, 2022

Subject : **Submission of JUNE 2022 (Form 7)
PAYROLL FOR THE MONTH OF JULY 2022**

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **JULY 2022 PAYROLL** on **JULY 1, 2022** (Friday) at 1:00 o'clock in the afternoon in 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 **July 1, 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