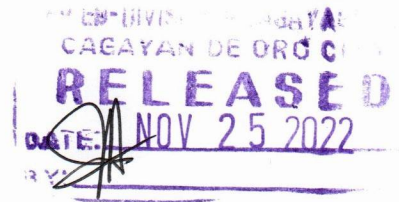


Republic of the Philippines  
**Department of Education**  
**REGION X**  
**DIVISION OF CAGAYAN DE ORO CITY**

**DIVISION MEMORANDUM**

No. 454, s. **2022**



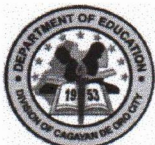
To : Division Payroll In-Charge  
Secondary and Elementary School Heads  
Elementary Public Schools District In-Charge  
Secondary Public Schools Payroll Masters

From : **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date : DECEMBER 02, 2022

Subject : **Submission of FORM 7**  
**PAYROLL FOR THE MONTH OF DECEMBER 2022**

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **DECEMBER 2022 PAYROLL** on **DECEMBER 2, 2022** (Friday) at 8:00 o'clock 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 **December 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