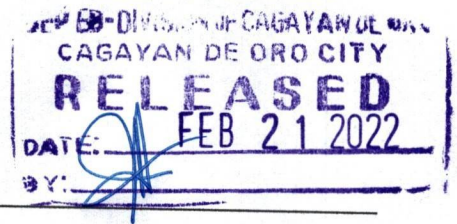




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



DIVISION MEMORANDUM

No. 60, s. 2022

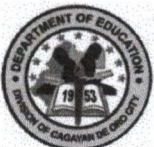
To : Division Payroll In-Charge
Secondary and Elementary School Heads
Elementary Public Schools District In-Charge
Secondary Public Schools Payroll Masters

From : **CHERRY MAE LIMBACO-REYES**
Schools Division Superintendent/OIC-OSDS

Date : February 21, 2022

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

1. All school heads are reminded to submit the prepared **Worksheet / Form 7** in preparation for **MARCH 2022 PAYROLL on March 02, 2022** (Wednesday) 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, Insular/ non-teaching personnel** must submit their DTR's with attached Accomplishment Reports on **March 2, 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