



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

27 MARCH 2023

DIVISION MEMORANDUM

No. 197 s. 2023

Subject: **SPECIAL MEETING/ORIENTATION ON PREPARATION OF MONTHLY PAYROLL WORKSHEET AND REPORT OF SERVICE (FORM 7)**

To: **Administrative Officers/Administrative Assistants (In charge of Form 7 Processing in the Districts and Secondary Schools)**

1. Relative to the Regional Memorandum No. 122, s. 2023 dated February 28, 2023 **Re: Reiteration on the Submission of Form 7 – Monthly Payroll Worksheet and Report of Service**, the Personnel Section will conduct a special meeting/orientation on the preparation of Form 7 in accordance with the said regional memorandum on **April 21, 2023**, 8:00 am to 5:00 pm, at the Event Center.
2. Travelling expenses shall be charged to available School/District MOOE funds while Meals shall be charged to Division MOOE funds subject to existing budgeting, accounting and auditing rules and regulations.
3. Immediate dissemination and strict compliance of this memorandum is hereby enjoined.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

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