



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY



July 10, 2018

DIVISION MEMORANDUM:

No. 236, s. 2018

DISSEMINATION OF REGIONAL MEMORANDUM NO. 316, s.2018

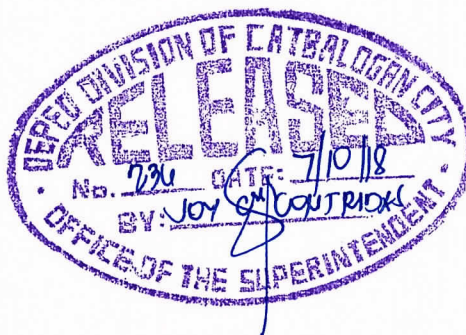
**TO: ALL DIVISION OFFICE PERSONNEL
FIELD PUBLIC SCHOOL DISTRICT SUPERVISORS
ELEMENTARY/SECONDARY SCHOOL HEADS
TEACHING AND NON-TEACHING PERSONNEL**

In connection with the above-captioned matter, enclosed hereto is Regional Memorandum No. 316, s.2018, **RE: PROMPT SUBMISSION OF MONTHLY PAYROLL WORKSHEET & REPORT OF SERVICE (FORM 7) AS BASIS FOR PREPARATION OF THE MONTHLY SALARY PAYROLL**, contents of which is self-explanatory.

Please be guided accordingly.

CRISTITO A. ECO, CESO VI
Schools Division Superintendent

Enclosure:
As stated



OSDS/AS1/MGC/frm/071018



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"Liderato nga maabala, DepEd nga maabala" [Empowered and innovative leadership results to dynamic DepEd]

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Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte



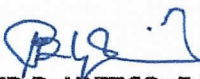
June 29, 2018

REGIONAL MEMORANDUMNo. **316**, s. 2018

**PROMPT SUBMISSION OF MONTHLY PAYROLL WORKSHEET AND
 REPORT OF SERVICE (FORM 7) AS BASIS FOR PREPARATION OF
 THE MONTHLY SALARY PAYROLL**

To: Schools Division Superintendents
 All Others Concerned

1. It has been observed that most Schools Division Offices are delayed in submitting the Monthly Payroll Worksheet & Report of Service which is one of the bases in the preparation of monthly salary payrolls of teaching and non-teaching personnel.
2. To ensure accurate data in preparing the monthly salary payrolls, Schools Division Superintendents are enjoined to facilitate the return to this Office the duly accomplished **Monthly Payroll Worksheet & Report of Service** on or before **15th day** of every month for the immediate preceding month.
3. For the due month of **July 2018**, the updated **Monthly Payroll Worksheet & Report of Service for June 2018** would be the basis in the preparation of the Payrolls aside from the Mastfile which is sent by the Payroll Services to all divisions.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
 OIC-Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

MONTHLY PAYROLL WORKSHEET AND REPORT OF SERVICE
 SALARY
 TEACHING AND NON-TEACHING



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
 ...where LEADers create great schools

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