



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

Date NOV 06 2019

Time: 2:45 Pm

Initial/Signature: [Signature]

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SECONDARY SCHOOL HEADS  
DISTRICT/SCHOOL IN-CHARGE OF FORM 7

FROM : ~~DANILO E. DESPI~~  
Schools Division Superintendent

SUBJECT : Proper Accomplishment of Monthly Payroll Worksheet and  
Report of Service (Form 7)

DATE : November 6, 2019

The following has been noted in the monthly processing/accomplishment of Form 7:

1. The names of teachers and school heads (Principals and Head Teachers) who were transferred or detailed to other district or school (for high school) were not included in the district/school where they were transferred.
2. Transferred out/detailed teachers and school heads are not properly reported in the Form 7.
3. Tardiness and under time are not reflected in Payroll.

In order to avoid misappreciation by the Regional Payroll Services Unit (RPSU) and the possible cutting of salary, the following must be observed:

1. Transferred out/detailed teachers and school heads must be written opposite their name in the Form 7 and indicating the district/school they were transferred.
2. Transferred in must be included in the Form 7
3. Reflect in the Form 7 the tardiness/under time incurred by teachers or school heads. If tardy/under time for more than 60 minutes convert them to hour/s (example: 75 minutes, this must be 1 hour and 15 minutes).
4. For your information, guidance and strict compliance