



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

November 19, 2018

**DIVISION MEMORANDUM**

No. 805, s. 2018

**REITERATING THE SUBMISSION OF FORM 7**

To : OIC – Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District -In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. This Office hereby reiterates the submission of duly accomplished Monthly Payroll Worksheet and Report of Service (Form 7) should be received in the Division Office on or before the 5<sup>th</sup> day of every month in order to be able to check the entries and thereafter forward to Regional Office-PSU, Cebu.
2. The late submission of this report will cause the delay of the release of the monthly salary. Hence, every District must meet the deadline to facilitate the release of our monthly salary.
3. For the information and compliance of all concerned.

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent

*Incl: As stated.*  
WDB/lany

20 NOV 2018