




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-PER-UM-12-04-2023/MBL

TO : Assistant School Division Superintendent
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads/TICs
Administrative Officers II
Administrative Assistants (In-charge of Form 7)
All Other Concerned

FROM : 
SOCORRO V. DELA ROSA
† Schools Division Superintendent

SUBJECT : **SIGNATORY OF THE MONTHLY PAYROLL WORKSHEET AND
REPORT OF SERVICE (FORM 7)**

DATE : 04 December 2023

Effective December 2023, as per monthly payroll worksheet and report of service form (Form 7), school heads and Teacher-In-charges' are advised to certify the correctness of the consolidated Form 7 by affixing signature at the bottom left corner of the accomplished form.

Administrative Officers and In-charge of Form 7 are advised to coordinate with your respective school heads and TICs for the required signature and schedule.

For information, guidance, and strict compliance.



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