



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM

OSDS-PER-UM-09-04-23/mb1

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

FROM : By the Authority of the SDS:

Mullat
ATTY. NORLITO JR. P. AGUNDAY
Legal Officer III
Officer-In-charge

SUBJECT : **SUBMISSION OF IMPROVISED MONTHLY PAYROLL
WORKSHEET AND REPORT OF SERVICE (FORM 7) FOR
THE MONTH OF AUGUST 2023**

DATE : 04 September 2023

1. As advised by the Payroll Services Unit-Regional Office and while waiting for the Proportional Vacation Pay (PVP) Guidelines, personnel in charge of form 7 are hereby directed to submit an improvised monthly payroll worksheet and report of service for the month of August 2023.
2. Deadline of submission for the improvised form 7, DTRs and other attachment will be on **September 11, 2023 (Monday)**.
3. For information, guidance, and strict compliance.

MBL/Submission of improvised form 7...
077/ September 4, 2023



San Roque, Virac, Catanduanes
052 - 8114063
DepEd Tayo - Region V - Catanduanes