



**Republic of the Philippines**  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

April 19, 2022

**DIVISION MEMORANDUM**  
 No. 235, s. 2022

**REITERATION OF GUIDELINES AND REQUIREMENTS FOR THE SUBMISSION OF MONTHLY PAYROLL WORKSHEET AND REPORT OF SERVICES (FORM 7)**

To: All Public School Heads  
 All Others Concerned

- For proper and systematic submission of Monthly Payroll Worksheet and Report of Service (Form 7), all public school heads shall submit the following documents:

REQUIREMENTS	NO. OF COPIES	REMARKS
Endorsement Letter from School	1	Signed by School Head/ Authorized personnel
Form 7 <i>(see enclosure 1)</i>	2	All absences incurred for the inclusive month should be on the form Signed by authorized personnel (School Head/ OIC/ TIC)
CSC Form 48 (Daily Time Record) or  Copy of Printed Biometrics	2	Signed by employee and School Head  With proper remarks for blank entries; signed by employee and School Head
Copy of School Attendance Logbook/Log sheet	1	Not applicable for schools with biometrics
DepEd Form 3 (Principal's Report of Enrolment and Attendance)  <i>(see enclosure 2)</i>	2	Signed by Principal
Copy of approved Alternative Work Arrangement (AWA)	1	Applicable only for Alert Level II and Alert Level III

- It is expected that the above-mentioned documents be submitted to the Records Unit on or before every fifth (5<sup>th</sup>) day of the following month.



*Loyal, Excellent, Accountable and Dedicated to Service*

**Address:** Brgy. Rizal, Science City of Muñoz, 3119  
**Telephone No.:** (044) 806 -2192; **Email Address:** [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)




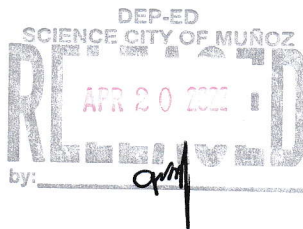
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3. For inquiries, you may contact the Admin Officer IV (HRMO) or Admin Assistant in-charge in processing of Form 7 through [jennielleanne.narca@deped.gov.ph](mailto:jennielleanne.narca@deped.gov.ph) or at mobile number 0968-469-3490.
4. Widest dissemination and compliance of this Memorandum is desired.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



Jabn/hrmo



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