




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut Off, Baguio City
Tel. No.: 446-6738; Fax: (074) 442-7819



DIVISION MEMORANDUM

NO. 48 S. 2015

TO : Public Schools District Supervisor
Elementary and Secondary School Heads
Elementary and Secondary School Teachers

FROM:  **FRANCIS CESAR B. BRINGAS, CESO VI**
Schools Division Superintendent

SUBJECT: **ADDITIONAL SUPPORTING DOCUMENTS ON THE SUBMISSION
OF FORM 7**

DATE: 30 April 2015

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1. This is to announce to the field the additional supporting documents on the submission of Monthly Payroll Worksheet and Report of Service (Form 7) effective April 30, 2015.
 2. Submit monthly the daily time record (DTR), Form 6 and the Summary of absences and undertimes to be attached to the Form 7 c/o Ms. Mary Joan F. Baldo, Payroll-In-Charge of the Division.
 3. Form 7 of schools with incomplete supporting documents as aforementioned shall not be received and processed by the office.
 4. Strict compliance of this memorandum is enjoined.