



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIOCITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



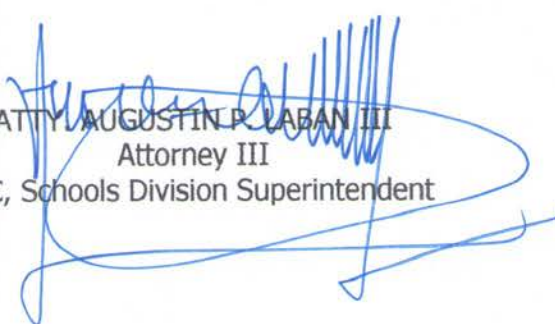
September 19, 2016

Division Memorandum
No. 287 S. 2016

SUBMISSION OF FORM 7 WITH COMPLETE REQUIRED SUPPORTING PAPERS

To: SGOD Chief
CID Chief
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
Non Teaching Personnel
All Others Concerned

1. You are hereby instructed to submit the form 7 of your respective schools with the attached complete required supporting papers:
 - a) Monthly Monitoring Report
 - b) Form 48 (Daily Time Record)
 - c) Form 6 (Application for leave of absence)
 - d) Other needed supporting documents (pass slips, Certificate of Appearance or Certificate of Participation if attended seminars/orientation/trainings)
2. Relative to this, please coordinate with the DepEd, Baguio City Division Office Personnel Section (c/o Mr. Omar D. Olba and Beverly S. Busaing).
3. Compliance of all concerned in this memorandum is enjoined.


ATTY. AUGUSTIN P. LABAN III
Attorney III
OIC, Schools Division Superintendent