



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
No. 82 Military Cut-off, Baguio City  
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DEPED DIVISION OF BAGUIO CITY

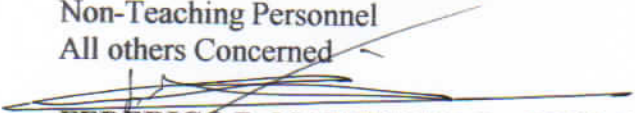
NOV 28 2017



RELEASED

Division Memorandum  
No. 427, s. 2017

**TO:** Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teacher-in-Charge  
Public Elementary and Secondary Teachers  
Non-Teaching Personnel  
All others Concerned

**FROM:**   
**FEDERICO P. MARTIN, Ed. D., CESO VI**  
Schools Division Superintendent

**SUBJECT:** Amendments on Division Memorandum No. 42 s. 2017  
(Submission of Monthly Reports for Payroll).

**DATE:** November 28, 2017

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This hereby amends the guidelines integrated in the Division Memorandum (DM) No. 42, s. 2017.

- The submission of Form 7 should be in two sets:
  - a. Both copies should be duly accomplished.
  - b. Since form 6 are already returned to the schools, division action column in the form 7 should be accomplished.
- The set should contain the following attachments and should be arranged as follows:
  - Monthly Monitoring Report (Summary of Late and Undertimes)
  - Form 7 (Monthly Payroll Worksheet and Report)
  - DTR/Form 48 (With attachments per employee e.g. Form 6, Pass Slips, Certificate of Appearance if any)
- Arrangement of names on the Form 7 should be according to the sequence of employees on the Payroll from the RPSU.

## Arrangement of the Monthly Report for Payroll

