





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
Schools Division Office
SCIENCE CITY OF MUNOZ
Tel No. (044) 806 -2192 | Fax No. (044)456-5103



DIVISION MEMORANDUM

No. 201, s. 2019

TO : TO ALL SCHOOL HEADS AND SDO PERSONNEL

FROM : 
DANTE G. PARUNGAO
OIC- Schools Division Superintendent 

DATE : November 19, 2019

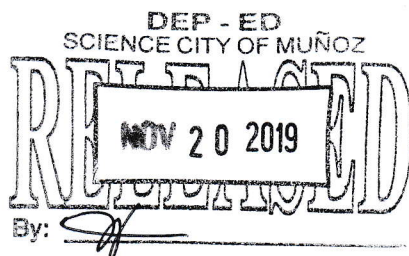
SUBJECT : Submission of School Form 7 and Policy on Leave of Absence and Authority to Travel

This is to reiterate the schedule of submission of School Form 7 of all concerned schools in this division, every 28th of the month. Form 7 is a vital document in the preparation and computation of individual salaries and wages of teaching and non-teaching personnel in the DepEd.

Moreover, in one way of promoting good governance, this office shall be strictly implementing a No Approved Authority to Travel and/or Leave of Absence, No Travel and/or Leave Policy. Meaning, no teachers and other DepEd employees within the division shall be allowed to leave their respective schools and offices without the corresponding authority to travel and/or leave of absence.

For information and strict compliance.

admin2019



"Loyal, Excellent, Accountable and Dedicated to Service"

