



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

August 15, 2022

DIVISION MEMORANDUM

No. 432, s. 2022

ADDENDUM TO 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

1. Please be informed of the following additional provisions to the DM No. 235 S. 2022: "Reiteration of Guidelines and Requirements for the Submission of Monthly Payroll Worksheet and Report of Services (Form 7)" dated April 19, 2022, as follows:
 - a. All elementary and secondary schools are required to use Biometric Attendance Machine starting August 22, 2022.
 - b. 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	2	Signed by School Head/ Authorized personnel
Form 7 <i>(see enclosure 1 for example)</i>	2	Signed by authorized personnel (School Head/ OIC/ TIC)
		All incurred leave of absence shall be reflected on this form
		All pre-computed tardiness and undertime shall be reflected on this form
		All reflected tardiness and under time shall be signed by the respective employee



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
 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15

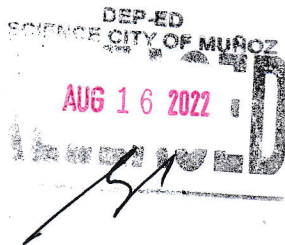


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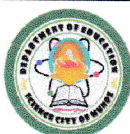
Copy of Printed Biometrics	2	Signed by employee and School Head With proper remarks for blank entries; signed by employee and School Head
Copy of Approved Class Program for School Year 2022-2023	1	To be attached every submission
DepEd Form 3 (Principal's Report of Enrolment and Attendance)	2	Signed by Principal
Copy of approved Alternative Work Arrangement (AWA)	1	Applicable only for Alert Level II and Alert Level III

2. Except as expressly modified by this memorandum, all other provisions shall remain in effect.
3. For inquiries, you may contact the Admin Officer IV (HRMO) or Admin Assistants in-charge in processing of Form 7 through jennielleanne.narca@deped.gov.ph with mobile number 0968-469-3490 and aranjoy.labay@deped.gov.ph with mobile number 0917-520-1231.
4. Widest dissemination and compliance of this Memorandum is desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



Jabn/hrmo



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Implementation of Programs for Elementary Education Monthly Payroll Worksheet and Report of Services
For the Month of (Month), (Year)

SCHOOL:
 DIVISION:
 STATION:

NO.	EMPLOYEE NUMBER	NAME (S, FN, MI)	POSITION/ DESIGNATION (Position-Step)	MONTHLY SALARY	GRADE LEVEL	SUBJECT AREA TAUGHT	ABSENCES/ UNDERTIME			REMARKS
							INCLUSIVE DAY(S)	NO. OF DAY(S)	CAUSE	
TEACHING PERSONNEL										
1	101010	LABAY, ANJOY	TEACHER I	25,439.00	1	ALL SUBJECTS	August 15, 2022	1	SL	
2	112233	CERIN, RHANZ	TEACHER II	27,608.00	5	ALL SUBJECTS			32 min	<i>Rcerin</i>
3	1112223	SAPITAN, JESS	TEACHER III	29,798.00	3	ALL SUBJECTS			1 hr and 3 min	<i>JG</i>
NON-TEACHING PERSONNEL										
1	122334	NARCA, JEN	ADMIN ASST. II	18,998.00	N/A	N/A	AUGUST 8, 2022	1	SPL	
2	202020	DUMALE, STELLA	PRINCIPAL I	49,835.00	N/A	N/A			16 min	<i>Stella</i>

Prepared by:
JEN NARCA
 Admin Assistant II

Certified Correct:

STELLA DUMALE
 Principal I

APPROVED:

DANTE G. PARUNGAO, CESO V
 Schools Division Superintendent

insert logo of school	Address:
	School I.D.:
	Telephone No.:
	Email Address:

undertime shall be reflected on this form