



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

27 September 2022

DIVISION MEMORANDUM
No. 32C, s. 2022

REITERATION OF REGIONAL MEMORANDUM NO. 260, S.2022
Re: Digitization in the Submission of Form 7

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 260, s.2022 *Re: Digitization in the Submission of Form 7*, this office would like to furnish the field of the herein attached template in excel format to serve as a blueprint in the preparation of monthly Form 7 report of the division.
2. Please be guided by the attached Regional Memorandum No. 260, s.2022 in the completion of the report.
3. Submit the excel format of your monthly Form 7 report to this office through the Human Resource Management Office email address: nv.hrmo@deped.gov.ph every **1st day of the month** to give way for the division consolidation of the report which will in turn be submitted at the Regional Office every 3rd day of the month.
4. Kindly save file with the following filename: school_month (secondary) / district_month (elementary) for easy identification.

Example: Bayombong1_October (elementary)
BambangNHS_October (secondary)

5. For information, guidance, an9vd compliance.




RACHEL R. LLANA PhD, CESO V
Schools Division Superintendent



Address: Quezon St. 100m Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph <https://region2.deped.gov.ph/>



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY

REGIONAL MEMORANDUM

No. 260, s. 2022

To : **All Schools Division Superintendents**

Attention:

Administrative Officers/Personnel Officers

From : **BENJAMIN D. PARAGAS, Ph.D., CESO III**
 Director IV/Regional Director

Date : August 18, 2022

Subject: **DIGITIZATION IN THE SUBMISSION OF FORM 7**

In line with the Digitization of all transaction in this office, you are hereby furnished the attached template to be used in the preparation of your monthly FORM 7 report.

It is further required that the corresponding or applicable following remarks must be reflected in your monthly FORM 7 report, to wit:

1. Retired
2. Re-instated
3. Absent without pay
4. Vacation and/or sick leave without pay

Furthermore, you are advised to submit to this office every 3rd day of the month the summary of monthly payroll work and report of service for the proper adjustment in the records of affected teaching and non-teaching personnel in the RPSU system.

For your appropriate action, guidance, and compliance.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

Telephone Nos.: (078) 304-3855; (078) 396-9728

Email Address: region2@deped.gov.ph

Website: region2.deped.gov.ph

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DEPARTMENT OF EDUCATION

REGION II - DIVISION OF _____ (SECONDARY)

Summary of Monthly Payroll Worksheet & Report of Service

For The Month of _____

Station Number	Employee Number	Employee Name	Position Title	Basic + Pera	Leave Details				Effectivity of Retirement
					Inclusive Dates Of Leave	Type of Leave	Number of Days	Action Taken	

This is to certify that the personnel not included in the Summary of Monthly Payroll worksheet and report of service have not incurred any absences and leave w/out pa

Prepared by: _____ Certified Correct: _____

Noted By: _____