



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



March 25, 2024

DIVISION MEMORANDUM

No. 113 s. 2024

To: All School Administrative Officers II
All School Administrative Assistants II & III
All Other Concerned

**REITERATION ON THE SUBMISSION AND PROPER COMPLETION OF
FORM 7s**

1. In reference to Regional Memorandum No. 756 S. 2023 dated December 18, 2023, regarding Timeline on the Submission of Form 7s to the Regional Office, this memorandum serves as a reminder of the deadline for submission and the importance of proper completion of Form 7s.
2. During the Management Committee(MANCOM) meeting convened on February 8, 2024, at M Hotel, Appas Tabuk City, Kalinga, Ms. Dorothy S. Asingal, our Administrative Officer V, formally announced the submission deadline for Form 7s to the Division Office. As per her directive, Form 7s must be submitted to the Division Office **not later than the 8th day of the month following the payroll month**. This timeline has been established to facilitate efficient consolidation procedures and to ensure adherence to the subsequent submission deadline, which falls on the 15th day of each month, at the Regional Office.
3. Furthermore, it has come to our attention that there have been discrepancies in the completion of Form 7, notably with certain deductions failing to be accurately accounted for. To ensure consistency and accuracy in the computation of Tardy, undertime and Leave Without Pay(LWOP), a standardized template derived from the CSC Omnibus Rule of Leave has been developed. This template is designed to automatically compute the required deductions, thereby enhancing accuracy and uniformity in the completion of Form 7. The said template will be distributed to your respective Messenger Group Chats promptly following the release of this memorandum. Should you require any Technical Assistance (TA) in utilizing the template or have queries regarding its implementation, please do not hesitate to seek assistance from the Personnel Unit or directly contact Ms. Lovelyn L. Mukay.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

4. Your cooperation in complying with this timeline and procedures are crucial to maintaining smooth administrative processes and meeting regulatory requirements.
5. Immediate dissemination and strict compliance with this memorandum are highly encouraged.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent *gob*

For the authority of the
Schools Division Superintendent

Jan Nowel E. Peña
JAN NOWEL E. PEÑA
OIC Asst. Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City