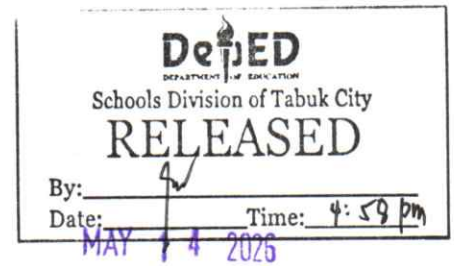




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

14 May 2026

DIVISION MEMORANDUM

No. **224** Series 2026

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisor
Secondary and Elementary School Heads
Administrative Officer II (School Based)
All Others Concerned

**STRICT OBSERVANCE OF COMPLETE STAFF WORK (CSW) IN THE
SUBMISSION AND APPROVAL OF THE MONTHLY PAYROLL WORKSHEET AND
REPORT OF SERVICE / FORM 7**

1. Pursuant to CSC policies on attendance and leave administration and DepEd guidelines on personnel records management and reporting, this Office reiterates the need for accurate, timely and compliant submission of the Monthly Payroll Worksheet and Report of Service. This serves as the basis for payroll, leave credits, and personnel accountability: thus, it must reflect true and correct service rendered.

2. In this regard, all School Heads shall ensure compliance with: CSC rules on attendance, leave, and working hours (e.g., CSC Omnibus Rules on Leave and related issuances), DepEd Order policies on personnel administration, timekeeping, and records management, applicable to government auditing and documentation standards.

3. The following are the Complete Staff Work (CSW) Requirements:

3.1 Preparation:

- Accomplish the Monthly Payroll and Report of Service/Form 7) completely and legibly (no blanks, no erasures) and ensure accurate entries of :
 - a. Day's present/absent
 - b. Tardiness and Undertime
 - c. Approved leaves (inclusive dates)
 - d. Use Official Time Records (Daily Time Record/biometric logs) as the primary basis.





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- e. Attach required supporting documents:
- Approved leave forms
 - Official Travel Orders.
 - Certification for service rendered, if applicable

3.2 Validation

The in-charge of the form 7 will attached all necessary requirement to cross -check all entries such as Daily time Record (DTR)/biometric reports, Leave records and balances and approved communications/orders

- Verify that no unapproved absences are recorded as present and all leave entries are duly approved, Tardiness/Undertime are properly computed and reflected.

3.3. Certification and Approval

-The School Head shall: Certify the correctness of the Monthly Report of Service/Form 7 and ensure all required signatures and dates are affixed. No MRS shall be forwarded to the SDO without full validation and certification.

3.4. Timeliness of Submission

-The Schools Submit the Monthly Payroll and Report of Service/Form 7 to the Division Office every **5th** day of the succeeding month.

4. School Heads are directly accountable for: accuracy and completeness of all entries, proper validation against official records and compliance with CSC and DepEd policies.

-Any misrepresentation, negligence, or habitual late submission may result in administrative sanctions, without prejudice to applicable auditing rules.

5. The following personnel are hereby designated as responsible persons for the verification and signing of form 7 (Monthly Payroll) and the Report of Service for their respective districts, in coordination and cooperation with all school heads within the district.





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District	Schools	Person Responsible	Position
NTD	Tabuk Central School	Marciana M. Annogui	Principal III
ETD	Bulanao Central School	Melchor B. Langbisan	Principal I
STD	Southern Tabuk Integrated School	Airen Ammiyao	Principal I
WTD	Western Central School	Ruth M. Banao	Principal I

6. Uphold Trust and Accountability at all times by ensuring that all these reports are prepared with integrity, diligence, and complete staff work.

7. Immediate dissemination of and compliance with this memorandum is desired.


CHRISTOPHER BENIGNO, EdD, PhD, CESO VI
OIC -School Division Superintendent



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