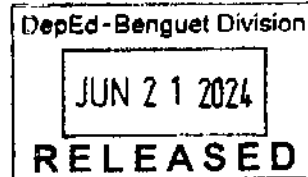




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



19 June 2024

**DIVISION MEMORANDUM**

No. 105 s. 2024


**SUBMISSION OF MONTHLY PAYROLL WORKSHEET & REPORT OF SERVICE  
(FORM 7) FROM MARCH 2023-APRIL 2024**

**TO: Public Schools District Supervisors/Public Schools District In-Charge  
Secondary School Heads  
All Administrative Officer II  
All Others Concerned**

1. Relative to RM No. 756, s. 2023 entitled, "Timelines on the Release of Payrolls, Payslips and Form 7s and the Submission of Form 7s to the Regional Office", all the identified Districts and Schools (Annex A) shall submit their accomplished Monthly Payroll Worksheets & Report of Service or Form 7s from March 2023 to April 2024 on or before June 28, 2024, to the Personnel Section.
2. To continuously meet the deadline set by the Regional Payroll Services Unit which is on or before the 15<sup>th</sup> day of the following month, all released Form 7s from the Personnel Section starting June 2024 should be accomplished and returned on or before the 10<sup>th</sup> day of the following month, for consolidation and submission to the Regional Payroll Services Unit.
3. For information and strict compliance.

**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**SAMUEL T. EGSAEN JR. EdD, CESO VI**  
Assistant Schools Division Superintendent

OSDS/SLBU/*msc*/jstb



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**Annex A to SDO Memorandum No. \_\_\_\_\_ s. 2024**

<b>UNSUBMITTED MONTHLY PAYROLL WORKSHEET &amp; REPORT OF SERVICE (FORM 7)</b>			
<b>DISTRICT / SCHOOL</b>	<b>STATION CODE</b>	<b>2023</b>	<b>2024</b>
BOKOD	010	SUBMITTED	MARCH & APRIL
ITOGON I	014	APRIL-JULY, OCTOBER	APRIL
KABAYAN	015	NOVEMBER & DECEMBER	JANUARY-MARCH
KAPANGAN	017	SUBMITTED	JANUARY
MANKAYAN	024	MARCH-JULY, SEPTEMBER	JANUARY-APRIL
SABLAN	029	SUBMITTED	FEBRUARY-APRIL
TUBA	035	SUBMITTED	APRIL
TUBLAY	036	SUBMITTED	MARCH, APRIL
KABAYAN-ADAOAY NATIONAL HIGH SCHOOL	500	NOVEMBER & DECEMBER	JANUARY-MARCH
ITOGON II-AMPUCAO NATIONAL HIGH SCHOOL	501	MARCH-JUNE	SUBMITTED
MANKAYAN-BEDBED NATIONAL HIGH SCHOOL	503	MARCH-JULY, SEPTEMBER	JANUARY-APRIL
ITOGON I-BINGA NATIONAL HIGH SCHOOL	506	APRIL-JULY	SUBMITTED
BOKOD-DAKLAN NATIONAL HIGH SCHOOL	508	SUBMITTED	MARCH, APRIL
TUBA-EVELIO JAVIER NATIONAL HIGH SCHOOL	509	SUBMITTED	APRIL
ITOGON II-LAURENCIO FIANZA NATIONAL HIGH SCHOOL	510	MARCH & APRIL	SUBMITTED
MANKAYAN-GUINAOANG NATIONAL HIGH SCHOOL	511	MARCH-JULY, SEPTEMBER-DECEMBER	JANUARY-APRIL
ITOGON I-TRAZON S. FIANZA SR. NATIONAL HIGH SCHOOL	512	MARCH-JULY, OCTOBER	APRIL
KAPANGAN-KAPANGAN NATIONAL HIGH SCHOOL	513	SUBMITTED	JANUARY
KAPANGAN-KAPANGAN CENTRAL NATIONAL HIGH SCHOOL	514	SUBMITTED	JANUARY
MANKAYAN-CABITEN NATIONAL HIGH SCHOOL	515	MARCH-JULY, SEPTEMBER-DECEMBER	JANUARY-APRIL
TUBA-TALOY SUR NATIONAL HIGH SCHOOL	516	SUBMITTED	APRIL



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<b>DISTRICT / SCHOOL</b>	<b>STATION CODE</b>	<b>2023</b>	<b>2024</b>
SABLAN-SABLAN NATIONAL HIGH SCHOOL	518	SUBMITTED	MARCH & APRIL
BUGUIAS-SINIPSIP NATIONAL HIGH SCHOOL	519	SUBMITTED	FEBRUARY
KABAYAN-TAWANGAN-LUSOD NATIONAL HIGH SCHOOL	520	NOVEMBER & DECEMBER	JANUARY & FEBRUARY
TWIN PEAKS NATIONAL HIGH SCHOOL	521	SUBMITTED	APRIL
LA TRINIDAD-CORDILLERA REGIONAL SCIENCE HIGH SCHOOL	522	SUBMITTED	FEBRUARY
TUBA-TUBA CENTRAL NATIONAL HIGH SCHOOL	524	SUBMITTED	APRIL
MANKAYAN-BULALACAO NATIONAL HIGH SCHOOL	525	MARCH-JULY, SEPTEMBER-DECEMBER	JANUARY-APRIL
LA TRINIDAD-EASTERN LA TRINIDAD NATIONAL HIGH SCHOOL	526	SUBMITTED	FEBRUARY
BUGUIAS-CATLUBONG NATIONAL HIGH SCHOOL	529	SUBMITTED	FEBRUARY
MANKAYAN-BALILI NATIONAL HIGH SCHOOL	530	MARCH-JULY, SEPTEMBER-DECEMBER	JANUARY-APRIL
ITOGON I-LOACAN NATIONAL HIGH SCHOOL	531	JUNE-JULY, OCTOBER	FEBRUARY & APRIL
MANKAYAN-TABIO NATIONAL HIGH SCHOOL	532	MARCH-JUNE, SEPTEMBER-DECEMBER	JANUARY-APRIL
ATOK-CAMP 30 NHS	533	MARCH	FEBRUARY
BOKOD-NAWAL INTEGRATED SCHOOL	040	DECEMBER	FEBRUARY-APRIL
BUGUIAS-AMLIMAY IS	041	SUBMITTED	FEBRUARY
BUGUIAS-BAD-AYAN IS	042	SUBMITTED	FEBRUARY
BUGUIAS-LAM-AYAN IS	043	SUBMITTED	FEBRUARY
BUGUIAS-CAYAPAS IS	044	SUBMITTED	FEBRUARY
KAPANGAN-DATAKAN IS	045	SUBMITTED	JANUARY
KABAYAN-ABUCOT IS	046	NOVEMBER	JANUARY-MARCH
KABAYAN-BALLAY IS	047	NOVEMBER & DECEMBER	JANUARY-MARCH
ATOK-BONENG IS	048	SUBMITTED	FEBRUARY, MARCH
ITOGON I-GUMATDANG IS	049	SUBMITTED	FEBRUARY, APRIL

