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Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY

**MEMORANDUM**

**TO :** All Schools Division Superintendents  
**Attention: Personnel Officers**

**FROM :**  **ESTELA L. CARIÑO, Ed. D., CESO IV**  
Director IV/Regional Director

**DATE :** September 30, 2020

**SUBJECT :** **Timely Submission of Complete Documents**

For The preparation of Payroll and to determine the accurate amount of salaries of our Teaching and Non-Teaching Personnel, the timely submission of the following documents are required, to wit:

1. Fully Accomplished Form 7 printed by PSU;
2. List of Newly Hired Teachers;
3. List of Teachers for re-integration /re-instatement; and
4. Adjustment of Salaries on Step Increment

You are directed to submit the said documents not later than 5<sup>th</sup> day of the following month to ensure the inclusion of concerned or affected Teaching and Non-Teaching Personnel for the payroll month.

Compliance is strongly enjoined.

DEPED REGIONAL OFFICE 02  
**RELEASED**  
DATE: 10-01-2020  
BY: \_\_\_\_\_  
RECORDS SECTION

ADM/mbb/cath  
Fr. Memo mario



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