



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS – 2025 – 0027

TO: Janette G. Veloso, CESO VI - ASDS
Eduard C. Amoguis – Chief Education Supervisor, CID
All Public Schools District Supervisor
All School Heads
All Administrative Officer II
All Administrative Assistant III
All Administrative Assistant II
All Others Concerned

SUBJECT: **SUBMISSION OF SOFT COPY OF MODIFIED FORM 7**

DATE: February 13, 2024

1. In line with the payroll preparation process, all schools and districts are required to submit the soft copy of the **Modified Form 7 on or before the 25th day of each month** at psudavnor@gmail.com. The timely submission of this document is crucial in ensuring the accurate and efficient processing of payroll.
2. Only employees listed in the submitted Modified Form 7 will be included in the payroll. Any employee not found in the said form will not be processed for salary payment.
3. Schools or districts that fail to submit the soft copy of the Modified Form 7 within the prescribed deadline will not be included in the payroll processing for the corresponding month.
4. It is the accountability of the School Modified Form 7 In-Charge (Administrative Officers II, Administrative Assistants II and III) and the School Heads to ensure the accuracy and completeness of the Modified Form 7 before submission.
5. For your guidance and strict compliance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

PER/rbg
FN: Submission of Soft Copy of Modified Form 7

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