



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 03 2025

MEMORANDUM

SUBMISSION OF PAYROLL WORKSHEET AND REPORT SERVICE (FORM 7) IN EXCEL FILE AND DAILY TIME RECORD UNDER SUPPLEMENTARY PAYROLL

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor School Governance and Operations Division
Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All other concerned

1. This Office is hereby mandated to adhere **strictly to the deadline** of submission and the process of preparing the Form 7 and the Daily Time Record of the employees under supplementary payroll for faster accomplishment report.

2. Schools shall submit their respective Form 7 Excel File Soft Copies to joeycor.rendon@deped.gov.ph and carbon copy to rpsu.muntinlupa@deped.gov.ph every **1st day of the month until 3:00 pm. Late submission of Form 7** will be tantamount to a delayed report to the Regional Payroll Services Unit (RPSU) that will cause late release of salary.

3. The Division Personnel shall ensure that all Form 7 are submitted on time to the Regional Payroll Services Unit (RPSU). All Form 7 must be correct and accurately reviewed based on the actual report of the school Administrative Officer. Once submitted to the Division Office, if there will be a request for a change of data from the school Administrative Officer, the update will be reflected next month.

4. Administrative Officer II/HR-in-charge of the school must furnish the Form 7 Excel File before submitting it to the Division Personnel for the proper adjustment in the records of affected teaching and non-teaching personnel in the RPSU system. It is further required that the corresponding or applicable remarks must be reflected in the monthly Form 7 report, to wit:

- a. Retired with an effective date. **(Retired: mm/dd/yy)**
- b. Return to Service with an effective date. **(Return to Service: mm/dd/yy)**
- c. Sick Leave Without Pay. **(SL: mm/dd/yy)**
- d. Maternity Leave with the date of the period.
(Maternity Leave: mm/dd/yy – mm/dd/yy)

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5. As part of the continuous processes and services, the submission of requirements for the payment of salary of personnel (Elementary, JHS Non-IUs, and SHS) under supplementary payroll shall be as follows:

PERSONNEL UNDER SUPPLEMENTARY PAYROLL		
Days Service Rendered	Submission	Salary
16th - 30th	Every 1st of the month 3:00 PM	For the 15 th of the month
1st - 15th	Every 16th of the month 3:00 PM	For the 30 th of the month

6. Employees under supplementary payroll must submit their Daily Time Record (DTR) **on time** to the Administrative Officer II/HR-in-charge of the school as part of the requirements for processing their salary. Daily Time Record must be signed and certified by the school head. The rows should not leave blank without remarks.

7. The Administrative Officer II/HR-in-charge shall be responsible to check the correctness and timely submission of documents for the payment of salary of their respective personnel under supplementary payroll and must attach Form 7 with applicable remarks.

8. Failure to submit on the set deadline to the Division Personnel will result in the delay in the payment of salary. **Late submission** of DTR will be included in the **next cut-off for the monthly salary**.

9. The above-mentioned memorandum will supersede Division Memorandum No. 200, s. 2022 and shall take effect immediately.

10. Immediate dissemination and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the Perpetual of Index
under the following subjects:

PAYROLL POLICY RULES AND REGULATION

JJR/ DM/ SUBMISSION OF PAYROLL WORKSHEET AND REPORT SERVICE (FORM 7) IN EXCEL FILE AND DAILY TIME RECORD UNDER
SUPPLEMENTARY PAYROLL

—282/ June 30, 2025

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