



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 30, 2020

REGIONAL MEMORANDUM

No. **245**, s. 2020

**SUBMISSION OF MONTHLY PAYROLL WORKSHEET AND REPORT OF SERVICE (FORM 7)
AND OTHER PAYROLL CONCERNS**

To: Schools Division Superintendents
Division HRMOs/Payroll In-Charge
All Others Concerned

1. To ensure timely submission of Monthly Payroll Worksheet and Report of Service (Form 7) and other payroll concerns despite the current situation, the Schools Division Offices are hereby advised to submit said reports and other requests thru the official email address of the Payroll Services: **payroll.region8@deped.gov.ph** effective **May 4, 2020**.
2. For easy tracking of emails received, the **email subject line** should follow the following pattern: Subject_Division_Applicable Month (e.g. Form 7_Baybay City_May 2020).
3. All documents such as transmittal, accomplished template, and other supporting documents to be emailed should bear the electronic signatures of the concerned authorities.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

Enclosure: None

Reference: RM No. 424, s. 2019, RM No. 316, s. 2018, RM No. 524, s. 2018

To be indicated in the Perpetual Index under the following subjects:

FORM 7

ONLINE SUBMISSION

PAYROLL CONCERNS

AD-PS-EDR

