



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

June 26, 2020

**REGIONAL MEMORANDUM**

No. **334**, s. 2020

**SUBMISSION OF MONTHLY PAYROLL WORKSHEET AND REPORT  
OF SERVICE (FORM 7) IN EXCEL FORMAT**

To: Schools Division Superintendents  
Division Administrative Officers V/HRMOs  
All Others Concerned

1. For uniformity of template and faster accomplishment of Form 7, this Office shall be providing the Schools Division Offices with a softcopy of the Form 7 in excel format with the Masterlist of Employees starting **July 2020**.
2. The Schools Division Offices shall facilitate the accomplishment of the Form 7 with the needed data such as absences, undertime, leave with and without pay, and other necessary information. The accomplished Form 7 which should bear the electronic signature of the division authorized signatories shall be sent back to the Regional Office through email address **payroll.region8@deped.gov.ph** with the file name and email subject line: Form 7\_Division\_Applicable Month. The cut-off date is still on the 5<sup>th</sup> of the month to be included in the current paying month.
3. Previous issuances relative to the submission of Form 7 are hereby rescinded.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**

Director IV 

Enclosures: None

References: RM No. 245, s. 2020; RM No. 424, s. 2019; RM Nos. 524 & 316, s. 2018

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

EXCEL FORMAT  
FORM 7

PAYROLL  
SUBMISSION

AD-PS-EDR



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