



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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March 5, 2020

**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Administrative Officer V  
Unit/Section Heads  
School Heads of Implementing Units  
All Concerned

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RELEASED**

MAR 05 2020

Date: \_\_\_\_\_ Time: \_\_\_\_\_

By: \_\_\_\_\_

**REORIENTATION ON EFORM7/PAYROLL PROCESSES**

Please be advised that a **REORIENTATION ON EFORM 7 AND PAYROLL PROCESSES** shall be given by the Regional Payroll Section Unit - NCR Head and Staff on **March 9, 2020, 1 pm onwards in AVR, SDO - Marikina.**


Attendance of the School Heads of the four Implementing Units, together with two financial staff and the clerk/teacher in-charge of eform7 in the same schools is a **MUST.**

Immediate and wide dissemination is highly enjoined.

FOR:

**SHERYLL T. GAYOLA**  
Education Program Supervisor  
Officer In-Charge  
Office of the Schools Division Superintendent

BY:

  
**ELISA O. CERVEZA**  
Chief Education Supervisor, CID  
OIC, Office of the Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent