



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 2, 2024

DIVISIONAL MEMORANDUM

No. 007, s. 2024

**PREPARATION AND SUBMISSION OF FORM 7 BY THE ASSIGNED
ADMINISTRATIVE OFFICER II AND SELECTED
NON-TEACHING PERSONNEL IN THE FIELD OFFICES**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Office Personnel
This Division

1. In compliance to the Regional Memorandum No. 122, s. 2023 “**Reiteration on the Submission of Form 7 – Monthly Payroll Worksheet and Report of Service**” which set the submission of Form 7 in the Regional Office on or before the 5th day of the following month, this Office hereby assign the preparation of Form 7 to all Administrative Officer II and select non-teaching personnel in the field office found in Annex A.
2. The first working day of each month will be the scheduled day of preparation and submission of Form 7, with complete attachment, to the Personnel Section in the Division Office.
3. Form 7 In-charge shall submit a monthly summary on the number of tardiness, under time and absences incurred by the personnel.
4. Wide dissemination and immediate compliance of this Memorandum is desired.

NIMFA R. LAGO, PhD., CESO VI

Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

p.p. **DIONESIO L. LIWAGON, JR., CESE**
OIC – Assistant Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:
Policy Rules and Regulations
DTR FORM 6 FORM 7

OSDS/DJBY



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FORM 7 IN-CHARGE FOR PREPARATION AND SUBMISSION

District	School	Name	School Category
1	Ozamiz City National High School- SHS	Abegail M. Yoldan	Large
4	Doña Consuelo ES	Abegail M. Yoldan	Medium
8	Cogon IS	Adrian L. Sayson	Small
8	Juan A. Acapluco ES	Adrian L. Sayson	Small
8	Marcelino C. Regis IS	Adrian L. Sayson	Medium
1	Felipe Carreon CS	Analyn P. Gerondio	Large
7	Antero U. Roa CS	Analyn P. Gerondio	Medium
7	Capucan IS	Analyn P. Gerondio	Small
5	Sangay IS	April Joy G. Bolanio	Small
6	Maximino S. Laurete Sr. CS	April Joy G. Bolanio	Medium
6	Hilarion A. Ramiro ES	April Joy G. Bolanio	Small
8	Guimad ES	April Rose R. Ylanan	Small
9	Malaubang ELEM & JHS	April Rose R. Ylanan	Medium
9	Bongbong ES	April Rose R. Ylanan	Medium
2	OCCS-SPED	Brenda Acierto	Large
2	Ozamiz City Central School	Brenda Acierto	Large
9	Pulot NHS-SHS	Cecilia P. Castro	Large
10	Tabid NHS	Fritzie Gulang	Large
10	Narciso B. Ledesma CS	Glaiza F. Digal	Medium
10	Diego Tuastumban ES	Glaiza F. Digal	Small
10	Jacinto Nemeño IS	Glaiza F. Digal	Small
4	San Antonio NHS-SHS	Heidi Quilo Quilo	Medium
3	Catadman ES	Jelyn B. Ostia	Medium
4	Ozamiz City School of Arts and Trades- SHS	Jelyn B. Ostia	Large
1	Sancho Capa IS	Jene S. Guangco	Medium
7	Capucan C ES	Jene S. Guangco	Small
7	Tipan ES	Jene S. Guangco	Small
9	Balintawak ES	Joar G. Hermosisima	Small
9	Cruz Lanzado Saligan IS	Joar G. Hermosisima	Small
9	Pulot ES	Joar G. Hermosisima	Medium
3	Misamis Annex IS	Lyn B. Paez	Medium
8	Gala ES	Lyn B. Paez	Small
9	Dimaluna IS	Lyn B. Paez	Medium
5	Labo CS	Maria Elena E. Guangco	Medium
5	Embargo ES	Maria Elena E. Guangco	Small
5	Domingo Barloa IS	Maria Elena E. Guangco	Medium
4	Gango ES	Marilou J. Alcido	Medium
5	Gotocan ES	Marilou J. Alcido	Small
5	Mintalar ES	Marilou J. Alcido	Small
1	Andrea Costonera ES	Mario Almoite	Medium
7	Pershing Tan Queto ES	Mario Almoite	Small
7	Guingona IS	Mario Almoite	Small
4	San Antonio ES	Marissa E. Alamin	Medium
10	Sinusa IS	Marissa E. Alamin	Small
10	Labinay ES	Marissa E. Alamin	Small
4	Maningcol CS	Mary Grace Gomomit	Large
4	Bacolod ES	Mary Grace Gomomit	Small
6	Dalapang ES	Mary Grace Gomomit	Small
7	Montol NHS-SHS	Raul M. Bagundol	Large
3	Baybay CS	Richard M Macasarte	Medium
3	Santa Cruz ES	Richard M Macasarte	Small
10	Gregorio A. Saquin ES	Richard M Macasarte	Small
8	Gala NHS	Ruby Jane R. Gacasan	Small
6	Jose Lim Ho NHS-SHS	Serafin T. Lumacad	Large
6	Faustino C. Decena ES	Sharon Galay	Medium
6	Antero D. Hinagdanan ES	Sharon Galay	Small
6	Roman E. Mabanag ES	Sharon Galay	Small
10	Labinay NHS	Vivien Cenas	Medium