



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

SCHOOLS DIVISION ADVISORY No. 147, s. 2020
July 6, 2020

**CHANGE OF IN-CHARGE IN RELEASING THE MONTHLY PAYROLL, PAYSLIP &
FORM-7 OF THE RPSU PAID PERSONNEL IN THE DISTRICT**

Please be informed that effective July 2020, the In-Charge of releasing the Monthly Payroll, Pay Slip & Form-7 of the RPSU paid personnel in the District shall be the Personnel Unit in the Administrative Section, this Division.

In line with this, kindly submit the required attachment upon return of the signed Monthly Payroll Worksheet & Report of Services of the respective district.

1. Signed Monthly Payroll Worksheet w/ Transmittal.
2. List of personnel in the District (as per attached template)
3. (3) copies of duly signed Daily Time Record (DTR)

For information and compliance.


SALVADOR O. OCHAVO, JR., ED.D., CESO V
Schools Division Superintendent

JUL 07 2020



NAME OF EMPLOYEE	EMPLOYEE NUMBER	MONTH	DTR		REMARKS
			SUBMITTED	NOT SUBMITTED	
JAMES REID	124567	MONTH	✓	✓	

Prepared By:

Nadine Samonte

