



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

September 18, 2025

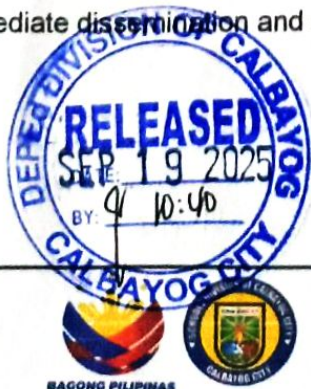
**DIVISION MEMORANDUM**

No. 458, s. 2025

**SPECIAL MEETING OF THE SCHOOL-BASED ADMINISTRATIVE OFFICER II  
AND CONTRACT OF SERVICE (COS) ON THE PERSONNEL PROCESSES  
USING THE ONLINE PLATFORM AND PROCESSING OF MONTHLY  
REPORT OF SERVICE (FORM 7)**

TO : Division Chiefs  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
School-based Administrative Officer II  
School-based Contract of Service  
Administrative Section/Unit Heads  
All Concerned

1. All **Administrative Officer II and Contract of Service (COS) personnel** are directed to attend a **special meeting on Personnel Processes Using the Online Platform and Processing of the Monthly Report of Service (Form 7)** to be held at the **Division Conference Hall**.
2. The meeting shall cover:
  - a. Reorientation on Personnel Processes Using the Online Platform
  - b. Guidelines on the Preparation and Timely Submission of the Monthly Report of Service (Form 7); Monitoring and Compliance on Real-Time Reporting
3. The **accurate and timely submission of Form 7** is vital to ensure proper documentation of service records, facilitate smooth payroll processing, and uphold accountability in personnel management. Late or inaccurate submissions may cause payroll delays, discrepancies, and administrative issues. Hence, compliance with the prescribed schedule is mandatory.
4. **Schedule of Meetings**
  - a. Calbayog 1-3 – September 23, 2025, 8:00 a.m.
  - b. Calbayog 4-6 – September 23, 2025, 1:00 p.m.
  - c. Oquendo 1-3 – September 24, 2025, 8:00 a.m.
  - d. Tinambacan 1-3 – September 24, 2025, 1:00 p.m.
5. This memorandum will serve as the Travel Authority.
6. Immediate dissemination and strict compliance with this Memorandum are directed.



  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**  
Schools Division Superintendent

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