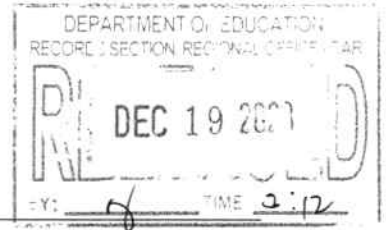




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



18 December 2023

**REGIONAL MEMORANDUM**

No. 756.2023

**TIMELINES ON THE RELEASE OF PAYROLLS, PAYSLEIPS AND FORM 7s  
AND THE SUBMISSION OF FORM 7s TO THE  
REGIONAL OFFICE**

To : All Schools Division Superintendents  
Regional and Division Administrative Officers  
Regional and Division Accountants  
Regional PSU Personnel  
Others concerned

1. This memorandum is being issued to specify timelines in the printing and release of payrolls, Form 7s and Pay slips by the Regional Payroll Services Unit (RPSU) to the Division Offices as well as the release of pay slips by the Division Office to the teaching and non-teaching personnel in the field.
2. Hard copies of the regular payrolls, Form 7s and Pay slips shall be printed by the RPSU ready for release to the Division Offices on the 21st of the payroll month.
3. Division Offices should make sure that the pay slips are received by the employees by the 28<sup>th</sup> of the payroll month.
4. The Form 7s shall be accomplished and submitted by the Division Offices to the RPSU on or before the 15<sup>th</sup> day of the month following the payroll month.
5. Further queries may be sent to [car.payroll@deped.gov.ph](mailto:car.payroll@deped.gov.ph).
6. For information, guidance and compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director 

ASD/MAB/cdad



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