



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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February 18, 2021


**DIVISION MEMORANDUM**

**No. 34, s. 2021**

**SCHEDULE OF SALARY RELEASE AND SUBMISSION OF FORM 7**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Junior High Schools (RPSU-PAID)  
All Others Concerned**

1. Attached is a copy of Regional Memorandum No. 39 s. 2021, titled "Schedule of Salary Release and Submission of Form 7", the contents of which are self-explanatory.
2. Immediate and wide dissemination of this memorandum is desired.
3. Please be guided accordingly.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

PYM/mtb



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Republic of the Philippines  
**Department of Education**  
 REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM  
 No. 39 s. 2021

**SCHEDULE OF SALARY RELEASE AND SUBMISSION OF FORM 7**

To: Schools Division Superintendents  
 All Others Concerned

- To support all teaching and non-teaching employees of this Region in this challenging time, this Office shall establish a system for a timely release of salaries.
- All Schools Division Offices (SDOs) and concerned Implementing Units (IUs) are directed to strictly observe the following schedules:

MONTH OF	DEADLINE OF SUBMISSION OF FORM 7	SCHEDULE OF SALARY RELEASE
MARCH 2021	MARCH 05, 2021	MARCH 21, 2021
APRIL 2021	APRIL 05, 2021	APRIL 21, 2021
MAY 2021	MAY 05, 2021	MAY 21, 2021
JUNE 2021	JUNE 07, 2021	JUNE 21, 2021
JULY 2021	JULY 05, 2021	JULY 21, 2021
AUGUST 2021	AUGUST 05, 2021	AUGUST 21, 2021
SEPTEMBER 2021	SEPTEMBER 06, 2021	SEPTEMBER 21, 2021
OCTOBER 2021	OCTOBER 05, 2021	OCTOBER 21, 2021
NOVEMBER 2021	NOVEMBER 05, 2021	NOVEMBER 21, 2021
DECEMBER 2021	DECEMBER 06, 2021	DECEMBER 21, 2021

- Request for integration of personnel due to appointment (newly hired), promotion, step increment, transfer, reclassification of position and other related personnel action should be submitted to this office by the Schools Division Office (SDO) on or before the 20<sup>th</sup> of the month.
- The deadlines specified below in submitting the following requests must also be followed:  
 Exclusion of Personnel-not later than the 14<sup>th</sup> day of the month  
 Inclusion of Personnel-last working day of the month  
 Updates such as stoppages, deduction and adjustment – last working day of the month



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