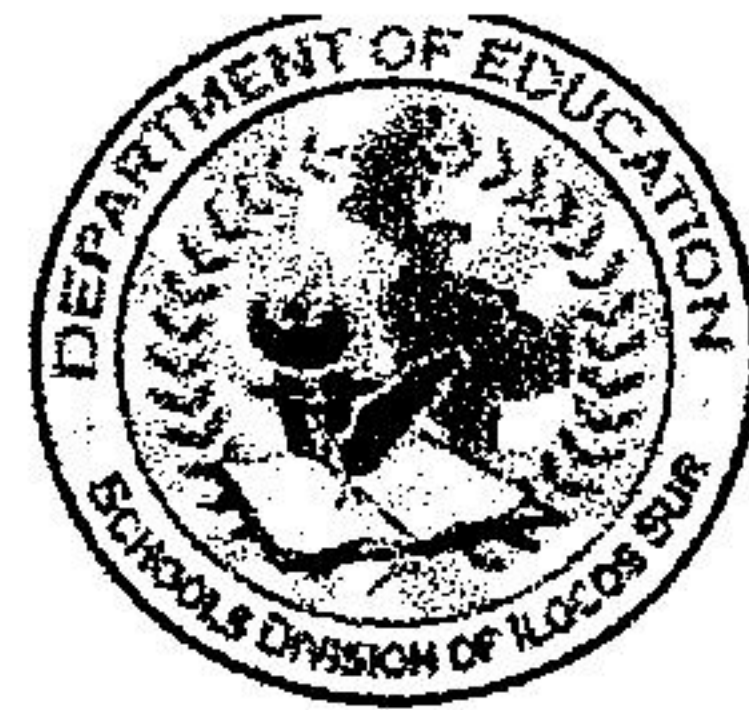




Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



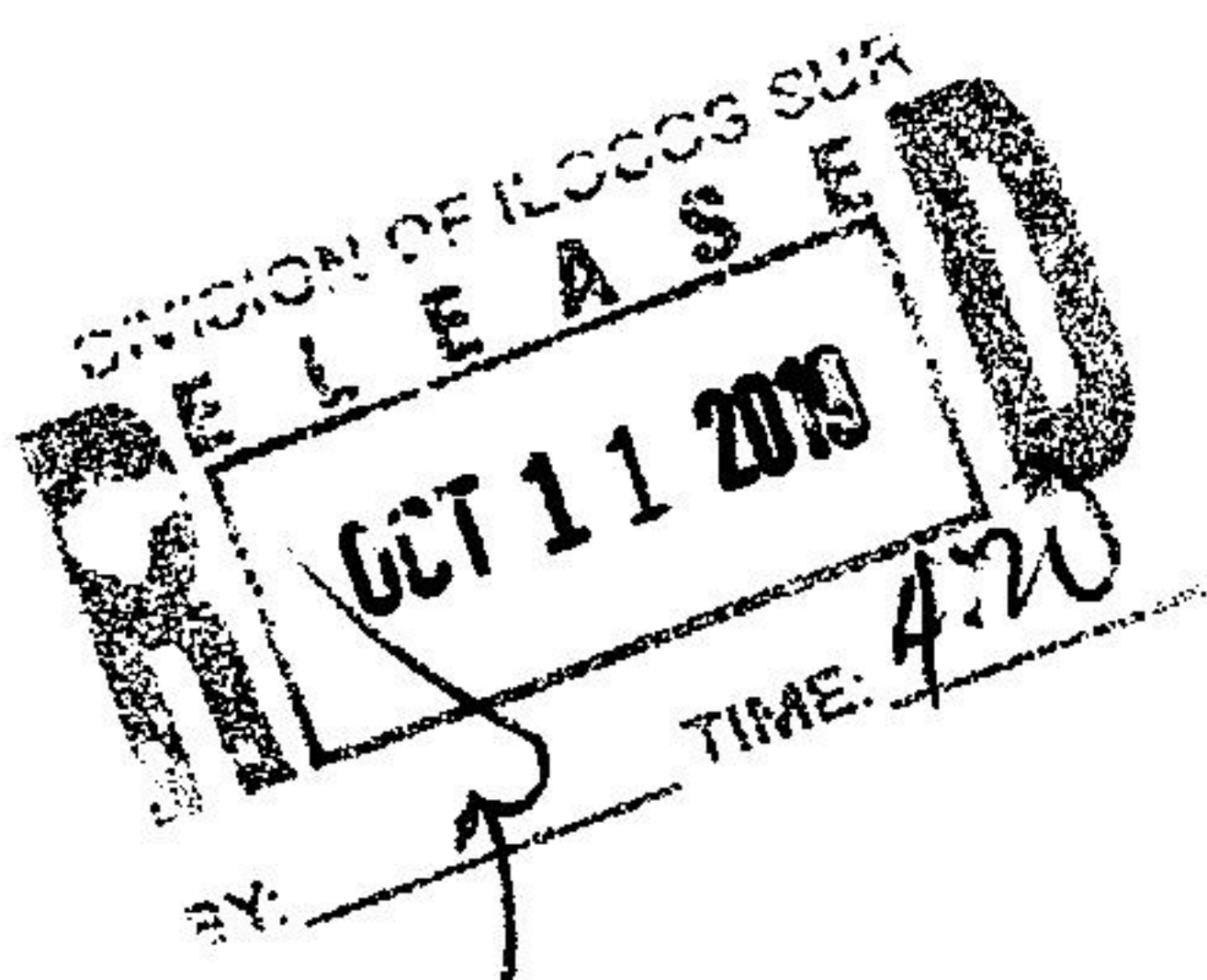
10 October 2019

**DIVISION MEMORANDUM**  
No. 375, s. 2019

**ORIENTATION-WORKSHOP OF ADMINISTRATIVE ASSISTANTS II ON THE  
PREPARATION OF FORM 7**

To: OIC-ASDS  
Chief Education Supervisors  
Public Elementary School Heads  
Public Secondary School Heads (Non-IUs)  
Administrative Officer V  
Administrative Officer IV (HRMO)  
Personnel Section Staff  
Administrative Assistants II (Disbursing Officer II)

1. To ensure accurate and timely submission of Form 7, the preparation of Form 7 shall be delegated to Administrative Assistants II (Disbursing Officer II) in addition to their workload. Hence, the Department of Education – Schools Division of Ilocos Sur shall conduct an Orientation-Workshop of Administrative Assistants II on the Preparation of Form 7 on October 17, 2019 at the SDO Conference Hall, Bantay, Ilocos Sur, to start at 8:30 A.M.
2. Participants to the said activity are the following:
  - a. Administrative Officer V
  - b. Administrative Officer IV
  - c. Staff under the Personnel Section
  - d. Administrative Assistants II (Disbursing Officer II) deployed in central schools and secondary schools – non implementing units.
3. Travelling expenses of participants from schools shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and attendance of all concerned.



**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

Orientation

Workshop

Form 7

Administrative Assistant

