



Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

Advisory No. 23, s. 2025  
March 19, 2025

In compliance with DepEd Order(DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001  
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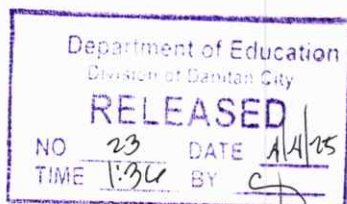
**IMMEDIATE DEDUCTION OF PRIOR AND CURRENT YEAR ABSENCES  
FROM PAYROLL**

The Regional Office has returned some of our Form 7 (2023 - 2024) which are not yet deducted from the payroll during the downloading of payroll to the Division Office. In this regard, all employees are hereby informed that Payroll adjustments will be made to reflect all approved absences not previously deducted.

Henceforth, all school heads must ensure the timely validation and submission of Form 7 to the Payroll Services Unit of this division to avoid delays in payroll processing.

Immediate and wide dissemination of this advisory is desired.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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