



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: 446-6138 Fax: (074) 442-7819



DIVISION MEMORANDUM
No. 48 S. 2019

SUBMISSION OF DAILY TIME RECORD (DTR) OF DETAILED PERSONNEL

**TO: ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL CONCERNED PUBLIC SECONDARY SCHOOL HEADS
ALL OTHER CONCERNED**

1. To facilitate the on time preparation of payroll, all detailed Implementing Unit (IU) plantilla personnel (Teaching and Non-teaching) are hereby mandated to comply with the submission of Daily Time Record (DTR) with complete attachments **on or before every 5th day of the succeeding month.**
2. Attached are the list of detailed personnel and their current stations.
3. The said document/s will be submitted to Mr. Don Jose C. Tolentino at the Administrative Unit – Personnel.
4. Failure to submit on the specified date would mean **PERSONAL SUBMISSION** to their respective school.
5. Immediate dissemination and strict compliance to this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent



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Annex A
 (enclosure to Div Memo ____s. 2019)

CURRENT/ DETAILED STATION	NAME OF PERSONNEL	IU PLANTILLA
Rizal NHS	Maria Cecilia A. Bartolome	Guisad Valley NHS
	Judica E. Marcelo	
Quezon Hill NHS	Amber N. Dumanas	
Happy Hollow NHS	Dave B. Nardo	
San Vicente NHS	Melody M. Sapi	
Dominican-Mirador NHS	Noralyn L. Simeon	
Baguio City HS	Harris E. Dinamling	
SDO Baguio	Loisa D. Fontanilla	
	Mary Nadelaine S. Bautista	
Dominican-Mirador NHS	Clifford S. Aridao	
	Norman Rey S. Lapnawan	
Pinget NHS	Robelyn A. Baliked	
	Benjamin Jr. C. Diaz	
	Liza Gay P. Parantac	
	Fredalyn B. Capuyan	
Guisad Valley NHS	Anthony T. Bangcado	
	Rhonalissa Marie D. Mangili	
	Marez Kristine D. Tome	
Lindawan NHS	Joan G. Bayangan	
Baguio City HS	Rodella B. Bagtuna	
	Tinito B. Pindog	
	Merda Joyce T. Talosig	
Rizal NHS	Alexander L. Dolin	
	Joel L. Hinay	
	Melanie D. Jugal	
Baguio City HS – Senior High	Lacambini C. Pine	
Bakakeng NHS	Jennifer L. Ferrer	
Pines City NHS	Mylene Patricia Joy T. Malinao	
Quezon Hill NHS	Marlyn D. Supa	
SDO Baguio	Shirley C. Bengao	
	Dennis E. Daniwis	
Irisan NHS	Jonalyn J. Urbano	
Happy Hollow NHS	Ivy Gay C. Batay-an	Mil-an NHS
Sto. Tomas NHS	Estella L. Charoping	
	Allen D. Napeek	
Baguio City Science HS	Darwin Conrado M. Delizo	
Pinsao NHS	Esther L. Gallotan	
Pinget NHS	Perli G. Marcelino	
Doña Aurora NHS	Vianney D. Napadao	
Baguio City NHS – main	Rhea May R. Parayao	
Rizal NHS	Cheryll O. Ramirez	
Happy Hollow NHS	Cherry Ann N. Ochoco	
Rizal NHS	Catherine Joy S. Langa	
Pinsao NHS	Melanie M. Calias	
Sto. Tomas NHS	Jun T. Binmangon	