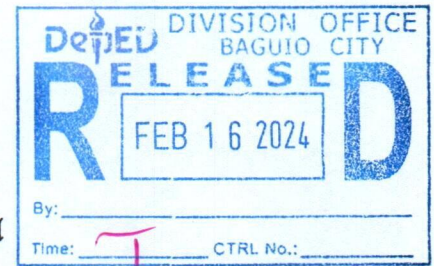




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 16, 2024

**DIVISION MEMORANDUM**

No. 094-2025

**REMINDERS ON THE SUBMISSION OF IMPORTANT DOCUMENTS**

To : All Public Schools District Supervisors  
All Public Elementary School Heads  
All Public Secondary School Heads  
Others Concerned

1. In aiming to improve efficiency and effectiveness by addressing identified issues and streamlining procedures in the delivery of basic education services of the schools division, this office announces to the field the reminders on the submission of important documents.
2. Effective March 2024, Daily Time Records (DTRs) of School Heads shall still be counter signed by the PSDS and submitted every 5<sup>th</sup> day of the succeeding month, with the following attachments:
  - Locator slip signed and/or Authority to Travel with memo pertaining to travel.
3. Locator Slips of the School Heads shall be approved by the PSDS in lieu of the OIC-ASDS. This adjustment acknowledges the close proximity of schools and the District Office and aims to streamline the process, thereby conserving valuable time amidst workloads.
4. Submission of Annual Instructional Leadership and Administrative Management Plan (AILAMP) and Daily Plan of Activities (DPA) shall no longer be required. However, School Heads may still opt to prepare such plans at their discretion, recognizing the plans' potential value in organizing daily tasks.
5. The School Operating Budget (SOB) shall be prepared by the Administrative Officer II assigned in the school, reviewed by the School Head, and approved by the Office of the Assistant Schools Division Superintendent.






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6. Immediate and wide dissemination of this memorandum is desired.

**SORAYA T. FACULO, PhD, CESO VI**  
Asst. Schools Division Superintendent  
OIC–Office of the Schools Division Superintendent

For the Office of the Schools Division Superintendent:

  
**CARMEL F. MERIS**  
Officer-in-Charge

Office of the Assistant Schools Division Superintendent

