



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 15, 2024

DIVISION MEMORANDUM

No. **584-2024**

SUBMISSION OF PAYROLL FOR STUDENT SPECIAL INCENTIVES

To: Public Schools District Supervisors
 Public School Heads
 School Administrative Officers
 All Others Concerned

1. In accordance with LSB Resolution No. 13, s. 2019, which provides guidelines for granting incentives to deserving learners within this Schools Division, this Office directs the school heads of the schools listed below to submit the payroll for student special incentives for the coverage period of **August, September, and October 2024**:

| SCHOOL | SCHOOL HEAD | TYPE OF INCENTIVE |
|--|-----------------------|--|
| Baguio City High School | Whitney A. Dawayen | 1. Special Program in the Arts 2. Special Program in Sports 3. Special Program in Journalism 4. Special Program in Foreign Language |
| Pines City National High School | Danilo P. Gayao | 1. Special Program in the Arts 2. Special Program in Journalism 3. School Marching Band |
| Irisan National High School | Jeffrey F. Aliga | 1. Special Program in Foreign Language |
| Baguio City National Science High School | Maria Joan D. Andayan | 1. Special Science Program 2. Special Program in Foreign Language |

2. Payroll must be submitted to Ms. Mary Ann Kidwas at the Personnel Unit on or before **October 21, 2024**.

3. In addition, the payroll for November to December 2024 should be submitted during the first working week of January 2025, following the end of the coverage period. However, the indicative budget for this period should also be submitted for timely obligation.

4. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

OSDS/AS/ndc

