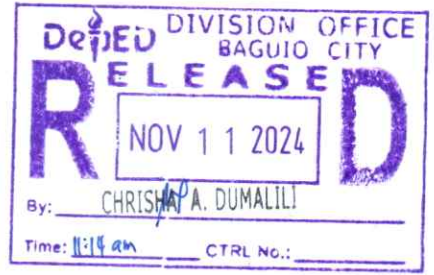




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



November 8, 2024

DIVISION MEMORANDUM
No. **651-2024**

**SCHEDULE FOR THE RELEASE OF STUDENT INCENTIVES FOR
ACADEMIC AWARDEES AND SCHOOL PAPER STAFF**

To: Public Schools District Supervisors
Public School Heads
Teaching and Non-Teaching Staff
All Others Concerned

1. In relation to the release of student incentives for academic awardees and school paper staff for the previous school year, this Office requests all concerned to inform the recipients of the incentives of the following distribution schedule:

DATE	FAMILY NAME INITIALS
November 13, 2024	A-H
November 14, 2024	I-Q
November 15, 2024	R-Z

2. The claiming of Student Incentives will be at the Division Office - Cash Section. Please look for Ms. Ma. Milagrosa A. Galera between 9:00 a.m. and 4:00 p.m.

3. For identity verification, the claimant must present a valid ID and one photocopy of the ID. If the claimant is unable to appear in person, their parent or guardian should provide their own valid ID and a photocopy, along with an authorization letter, the claimant's valid ID, and a photocopy of the claimant's ID.

4. Immediate dissemination of this Memorandum is desired.

Digitally signed by Faculo Soraya
Tudlong
Date: 2024.11.11 10:02:10 +08'00'

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

OSDS/SEF/mdk



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