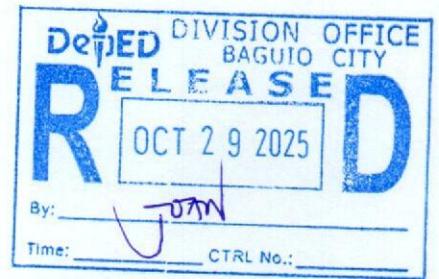




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 29, 2025

DIVISION MEMORANDUM
 No. **697-2025**

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 the Schools Division, this Office directs the school heads of the schools listed below to submit the payroll for the Student Special Incentives covering the period of **JUNE, JULY and AUGUST 2025**:

SCHOOL	SCHOOL HEAD	TYPE OF INCENTIVE
Baguio City National 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	Grace M. Domingo	1. Special Program in Foreign Language
Baguio City National Science High School	Lucia T. Casim	1. Special Science Program 2. Special Program in Foreign Language

- The payroll must be submitted to Ms. Mary Ann Kidwas at the Personnel Unit on or before **November 07, 2025**.
- In addition, the payroll for the period of September to December 2025 shall be submitted during the first working week of January 2026, following the end of the coverage period.
- For information, guidance and strict compliance.

SORAYA T. FACULO, PhD, CESO V
 School Division Superintendent

ADMIN/NDE/mdk



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