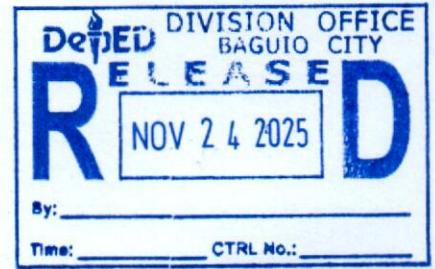




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 24, 2025

DIVISION MEMORANDUM

No. **764-2025**

**SCHEDULE FOR THE RELEASE OF STUDENT INCENTIVES FOR ACADEMIC AWARDEES AND SCHOOL PAPER STAFF SCHOOL YEAR 2024-2025**

To Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 School Administrative Officers  
 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 request all concerned to inform the recipients of the incentives of the following distribution schedule:

**ELEMENTARY:**

DATE	FAMILY NAME INITIALS
December 01, 2025	A-E
December 02, 2025	F-J
December 03, 2025	K-O
December 04, 2025	P-T
December 05, 2025	U-Z

**SECONDARY:**

DATE	FAMILY NAME INITIALS
December 09, 2025	A-H
December 11, 2025	I-Q
December 12, 2025	R-Z

2. The claiming of Student Incentives will be at the Division Office – Cash Section. Kindly 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. For information, guidance and strict compliance.

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

ADMIN/NDE/mdk



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