



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



October 14, 2026

DIVISION MEMORANDUM

No. **701-2026**

**SCHEDULE FOR THE RELEASE OF STUDENT INCENTIVES FOR ACADEMIC
AWARDEES AND SCHOOL PAPER STAFF FOR SCHOOL YEAR 2025-2026**

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

1. In connection with the release of student incentives for academic awardees and school paper staff from both elementary and secondary schools for School Year 2025–2026, all concerned are requested to inform the recipients of the incentives of the following distribution schedule:

DATE OF DISTRIBUTION	SURNAME (FIRST LETTER)
October 19, 2026	A-F
October 20, 2026	G-L
October 21, 2026	M-S
October 22, 2026	T-Z

2. The student incentives may be claimed at the Division Office – PFVR. Recipients are advised to look for Ms. Ma. Milagrosa A. Galera **from 9:00 a.m. to 4:00 p.m.**

3. For identity verification, claimants must present a valid ID and submit one photocopy of the ID upon claiming the incentive.

4. In the absence of the recipient, the incentive may be claimed by their parent or legal guardian, who must present the following documents:

- a. Valid ID of the parent or legal guardian and one photocopy of the ID;
- b. Authorization letter from the recipient; and
- c. Valid ID of the recipient and one photocopy of the ID.

5. For information, guidance and dissemination.

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