



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

January 30, 2025

DIVISION MEMORANDUM

No. **01-028**, 2025

**SUBMISSION OF PAYROLL REGISTERS AND DAILY TIME RECORDS FOR THE
PERIOD JANUARY 1, 2024 TO DECEMBER 31, 2024**

To: Assistant Schools Division Superintendent
Functional Division Chiefs and Personnel (OSDS, CID, SGOD)
Elementary and Secondary School Heads
Payroll In-Charge
All concerned
This Division

1. In compliance to the Demand Letter issued by Commission on Audit dated January 24, 2025, this office enforces the submission of the following unsubmitted documents/reports of the following districts/office:

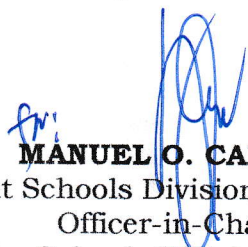
Documents/Reports	District/Office	Period Covered	Personnel In-charge
Payroll Register	Insular, Dapa East, Del Carmen, Socorro East Districts	June (Dapa East and Socorro East Districts), October to December 2024	Jeanette C. Gocela, Laarni Gonzales, Irphil E. Gocela, Lewani Dizon
	Dapa West District	September to December 2024	Karyl Ann Mae C. Espinile
	GL, Pilar, San Isidro, Sapao, San Benito Districts	December 2024	Blaise R. Sumampong, Frank Bernard Espanto, Charmaine Domagtoy
	Burgos District	October and December 2024	Ana Mae Galagar
	Socorro West District	November and December 2024	Shyahara Rivas
	Insular	September to December 2024	Jeanette C. Gocela
Daily Time Record	Division paid Secondary personnel	May to December 2024	Dhanly Mae B. Concilles
	Dapa East District	October to December 2024	Irphil E. Gocela



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	GL, Pilar, San Isidro, Sapao, and Del Carmen Districts	December 2024	Blaise R. Sumampong, Frank Bernard Espanto, Laarni Gonzales
	Burgos and Socorro West Districts	November and December 2024	Ana Mae Galagar, Shyahara Rivas
	Socorro East District	May to July 2024 and September to December 2024	Lewani Dizon

2. Kindly submit the aforementioned documents and reports to COA **not later than February 3, 2025.**
3. For immediate dissemination to and strict compliance of all concerned.


MANUEL O. CABERTE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

DEMAND COMPLIANCE SUBMISSION

OSDS/momosay

01/30/25