



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

DIVISION MEMORANDUM

No. 01-031s, 2026

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

**ORIENTATION ON THE RECENTLY INSTALLED DTR SYSTEM**

1. Our Constitution mandates that a public office is a public trust, requiring government workers to be accountable to the people. Part of this accountability is the observance of the prescribed office hours and the proper recording of daily attendance in the proper form.
2. It has been recently discovered that, there were a number of schools who flagrantly violate and disregard the mandatory provisions of *CSC Memorandum Circular No. 01, s. 2017, or the "Reiteration of the Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours"*.
3. Thus, a new Daily Time Record System was recently installed to forestall the possibility of tampering DTR's, ensuring accurate attendance checking across all the schools in SDO-Siargao including the Division Office.
4. With this orientation, all identified participants are expected to know, understand, and maneuver the system appropriately; To be informed of the severity of the consequences for failing to promptly accomplish the biometric attendance system and the manual logbook in their respective schools; Participate and ask for clarifications pertaining to the system among other relevant matter.
5. This orientation activity is intended for all School Administrative Officer II, set on January 28, 2026 at SDO Siargao Training Center, and will occur in both morning and afternoon sessions. Kindly refer to the attached training schedule provided below for your guidance.
6. Participants are requested to bring laptops and extension wires.
7. Expenses incurred for this activity, particularly snacks, will be charged against Division MOOE. However, travel expenses of the participants shall be charged against school MOOE/local funds, subject to the existing accounting and auditing rules and regulations.






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8. For immediate dissemination of this Memorandum is hereby advised.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

Encl: As stated

Reference: As stated,

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

DTR    Biometrics

OSDS/jmcn  
01.27.2026





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**SCHOOLS DIVISION OF SIARGAO**

**Batch 1** – January 28, 2026 (8:30am-11:00 am)

Venue: SDO Siargao Training Center

District	Name	Position	School/Station
Burgos & San Benito	Jenkins A. Platil	Administrative Officer II	Baybay ES / Matin-ao ES
	Maricel V. Balandra	Administrative Officer II	Bitaug ES
	Ana Mae A. Galagar	Administrative Officer II	Burgos CES
	Marneth Joy P. Esmeralda	Administrative Officer II	San Mateo ES
	Angelic R. Conte	Administrative Officer II	Burgos NHS
	Rande V. Mecate	Administrative Officer II	Maribojoc ES / Pitogo ES
	Bernard B. Comon	Administrative Officer II	Nuevo Campo ES
Socorro East and West	Ryan Paul Rosales	Administrative Officer II	San Benito NHS
	Rosemilyn A. Tamayo	Administrative Officer II	Atoyay ES / Atoyay NHS
	Lyka D. Llano	Administrative Officer II	Don Albino Taruc MES
	Clarence C. Rivas	Administrative Officer II	Lanit-ag PS
	Philip Steve C. Ramirez	Administrative Officer II	N. SERING ES
	Lewani B. Dizon	Administrative Officer II	Socorro CES
	Leslie Ramirez	Administrative Officer II	Socorro NHS
	Duanie D. Juanite	Administrative Officer II	Del Pilar Comm. School
	Cris Ayan A. Maisos	Administrative Officer II	Honrado Comm. ES / Salog ES
	Chiyen C. Bato	Administrative Officer II	P. Dela Pena PS / San Roque ES
	Marie Marah J. Piao	Administrative Officer II	Pamosaingan ES
	Dayci L. Sarong	Administrative Officer II	Songkoy ES
	Madel J. Dela Pena	Administrative Officer II	Sabang PS / Sta. Cruz Comm. ES
	Icee C. Rosillo	Administrative Officer II	Sudlon ES / Nueva Estrella NHS
	Lyka Lindsey S. Dano	Administrative Officer II	Pamosaingan NHS
Pilar	Resma Angelica T. Penera	Administrative Officer II	Caridad ES
	Vebelyn P. Macarene	Administrative Officer II	Consolacion ES / Dayaohay PS
	Ruelea P. Española	Administrative Officer II	Datu ES
	Jesieca P. Porpayas	Administrative Officer II	Jaboy ES / San Roque ES
	Louie Vincent S. Comon	Administrative Officer II	Katipunan ES
	Mary Grace T. Gona	Administrative Officer II	Maasin ES
	Gail Jasmine E. Gemparo	Administrative Officer II	Mabini ES
	Lea Jane D. Olivan	Administrative Officer II	Mabuhay ES
	Rosemarie G. Pomoy	Administrative Officer II	Pilar CES
	Dhanly Mae B. Concilles	Administrative Officer II	Salvacion ES
	Rogie S. Espineli	Administrative Officer II	Pilar NHS
	Mary Cecyl Culminas	Administrative Officer II	Caridad NHS
San Isidro	Aurifen P. Cordero	Administrative Officer II	Buhing Calipay ES
	Eirenjoe D. Bonono	Administrative Officer II	Sta. Paz ES
	Elvisa L. Miranday	Administrative Officer II	Del Pilar PS / Macapagal PS
	Levy J. Ruaya	Administrative Officer II	Sto. Nino ES / Tambacan ES
	Roselle Ty	Administrative Officer II	Pacifico PS
	Glenda Miranday	Administrative Officer II	Pelaez PS
	Ermelyn L. Solis	Administrative Officer II	Roxas ES
	Frank Bernard Y. Espanto	Administrative Officer II	San Isidro CES
	Johanna Kate R. Platil	Administrative Officer II	Tigasao ES
	Ermelyn L. Solis	Administrative Officer II	Roxas NHS
Sapao	Sarah Therese Supang	Administrative Officer II	San Isidro NHS
	Charmine M. Domagtoy	Administrative Officer II	Abad Santos ES / Magsaysay ES
	Jinafe G. Tayco	Administrative Officer II	Alegria ES / Garcia ES
	Fern-Ann D. Bagaygay	Administrative Officer II	Bailan ES / Sapao CES
	Alondra Preslie C. Donoso	Administrative Officer II	Tangbo ES / Rizal ES
	Brylle Henson F. Luna	Administrative Officer II	Libertad ES / Mabini ES
	Ruth T. Virtudazo	Administrative Officer II	Alegria NHS
	Joey P. Cadayona	Administrative Officer II	Libertad NHS
	Lynde Mae L. Arguelles	Administrative Officer II	Sapao NHS





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**Batch 2** – January 28, 2026 (1:30pm to 4:00pm)

Venue: SDO Siargao Training Center

District	Name	Position	School/Station
Numancia	Nick Patrick F. Sulapas	Administrative Officer II	Antipolo ES
	Rosalie Sajol	Administrative Officer II	Bitoon ES
	Erlina L. Abarico	Administrative Officer II	Cabugao ES
	Donald James R. Sumalinog	Administrative Officer II	Esperanza ES / San Fernando ES
	Vance Kevin E. Azarcon	Administrative Officer II	Lobogon ES
	Randy S. Maravillas	Administrative Officer II	Quezon PS / Mariano Matugas MNHS
	Lancelot T. Bendanillo	Administrative Officer II	Sayak ES
	Margarito C. Pamintuan	Administrative Officer II	Tuboran ES
	Sanijen P. Lubapis	Administrative Officer II	Oguing Navarro MNHS
	Laarni E. Gonzales	Administrative Officer II	Bagacay PS / Jamoyaon ES
	Vicente O. Oliva	Administrative Officer II	Cancohay ES
	Cherry Ann B. Pobe	Administrative Officer II	Dumoyog PS
	Jonely V. Arcaya	Administrative Officer II	Katipunan ES
	Jeselle A. Comon	Administrative Officer II	Mabuhay PS / Numancia CES
Dapa East and West	Joreen Jeb C. Balogbog	Administrative Officer II	Del Carmen NHS
	Gaudencio C. Capillanes, Jr.	Administrative Officer II	Cabawa ES
	Evelyn P. Espinido	Administrative Officer II	Can-uyan PS / Don Paulino ES
	Dencia E. Casana	Administrative Officer II	Consolacion ES / Consolacion NHS
	Reinshield S. Taglucop	Administrative Officer II	Corregidor ES
	Algen Casaña	Administrative Officer II	Dagohoy ES / Dapa NHS-ANNEX
	Irphil Gocela	Administrative Officer II	Don Enrique NMS
	Junry D. Dotillos	Administrative Officer II	Montserrat ES
	Alyssa F. Subayno	Administrative Officer II	Osmeña ES
	Marivel J. Conjurado	Administrative Officer II	Sta Felomina ES
	Ryan Dumadag	Administrative Officer II	Union ES
	Cathy L. Sinday	Administrative Officer II	Union NHS
	Rhiamea L. Savandal	Administrative Officer II	Bagacay ES
	Rendy D. Guma	Administrative Officer II	Buenavista ES
	Norsaima G. Pangcatan	Administrative Officer II	Cambas-ac ES
	Alyssa Mae E. Conte	Administrative Officer II	Catabaan ES
	Karyl Ann Mae C. Espinile	Administrative Officer II	Dapa CES
	Jayson N. Bayeta	Administrative Officer II	Jubang ES
	Jonas A. Garcia	Administrative Officer II	New Uba PS / San Carlos ES
	Adriano T. Formilles, Jr.	Administrative Officer II	San Miguel ES
General Luna	Jernelyn C. Intano	Administrative Officer II	Sta. Fe ES
	Charisse E. Ortojan	Administrative Officer II	Dapa NHS
	Abigail S. Argente	Administrative Officer II	Siargao NSHS
	John Geric T. Oraliza	Administrative Officer II	Cabitoonan ES
	Phenuel A. Mozo	Administrative Officer II	Catangnan ES / Daku ES
	Blaise R. Sumampong	Administrative Officer II	Consuelo ES
	Martsan Ephraim R. Fernandez	Administrative Officer II	Corazon ES
	Criseil F. Ortojan	Administrative Officer II	Dao PS / Magsaysay ES
	Nathaniel A. Congreso, Jr.	Administrative Officer II	General Luna CES
	Mary Grace M. Marzo	Administrative Officer II	Malinao ES
	Kevin Kyle E. Abuton	Administrative Officer II	Sta. Cruz ES
	Jernel Basil M. Bioy	Administrative Officer II	Tawin-Tawin ES
	Lady Eliza S. Madroñal	Administrative Officer II	Gen Luna NHS
	Analou A. Borlagdan	Administrative Officer II	Sta. Fe NHS
	Libby D. Gonzales	Administrative Officer II	Consuelo NHS Annex



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General Luna	Roxan L. Coluna	Administrative Officer II	La Januza ES / Suyangan NHS Annex
	Harold A. Borlagdan	Administrative Officer II	Sta. Fe ES
	Elma Rose C. Centino	Administrative Officer II	Libertad ES
	Chitchen S. Baronday	Administrative Officer II	Anajawan ES / Mam on ES
Program Management Team	Manuel O. Caberte	Schools Division Superintendent	
	Roel T. Diamante, PhD	Asst. Schools Division Superintendent	
	John Eric A. Jabines	ITO Officer	
	Malou S. Omosay	Administrative Officer V	
	Rochelle Boncaros	HR Officer	
	Jeddah May C. Nangcas	Legal Officer	
	Dexah Marie S. Pontivedra	Administrative Aide VI	