



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**


March 16, 2021

Division ORDER  
No. 127, s. 2020

**RESUBMISSION OF DTR'S AND ITS SUPPORTING DOCUMENTS**

To : **Concerned Teachers**  
**Concerned School Heads**  
This Division

1. Pursuant to COA Circular No. 2012-001, COA enumerates the documentary requirements for salary claims of teachers both permanent and provisional or contractual.
2. On March 15 2:00 PM 2021, the Division Office - Accounting Section received the needed documentary requirements of the above named teachers for their salary claim. However, due to heavy rains that devastated the province as a result of a low pressure weather, it resulted to damage of some DepEd properties including the documentary requirements for salary claim of the concerned teachers.
3. A list of the affected teachers is hereto attached as part of this Division Order.
4. To facilitate the processing of your salary, you are hereby required to submit anew to the Division Office, a copy of the following:
  - a) DTR
  - b) AWA
  - c) IWAR
  - d) Form 6, if applicable
  - e) Tardy slip, if applicable
  - f) If OB, copy of approved Travel Authority
  - g) Certificate of Appearance, if applicable
5. Using the school and/or district file, school heads are advised to assist the affected employees in the reconstruction or reissuance of the above documents to expedite the submission of the same. **PLEASE SUBMIT SAID DOCUMENTS ON THURSDAY MARCH 18 TO AVOID DELAY IN THE DISBURSEMENT OF SALARIES.**
5. Immediate compliance of this memorandum is desired.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent



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1-3225  
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ISO Cert. No. AW/PH909100102

No.	NAME	SCHOOL
1	Luarez, Roselle T.	Cantilan NHS
2	Luarez, Minerva P.	Florita H Irizari NHS
3	Lugo, Kristine Mary	
4	Nahial, Aldie Mark C.	Marihatag NAHS
5	Navarro, Ruthchille C.	Florita H Irizari NHS
6	Olaco, Mary Ann S.	Gamut NHS-Tago
7	Olbes, Rogelio C.	Bingcongan IS
8	Olvida, Maricel S.	Gamut NHS-Tago
9	Orcullo, Solanum L.	Rajah Cabungsuwan IS
10	Orozco, Rubelyn C.	Pakwan ES
11	Orquita, Glorale Moisselle N.	Tagbina NHS
12	Paronda, Jason A.	San Miguel NHS
13	Pascua, Franie Carl E.	San Miguel NHS
14	Patlunag, Jhundy E.	Bangsud ES
15	Pedrozo, Jucy Cristy U.	Cabacungan NHS
16	Penafiorida, Jiannena L.	Salvacion NHS
17	Penaverde, Jessica L.	Jose San Victoros Sr. NHS
18	Perez, Joy R.	Isla General IS
19	Plaza, Janelkris E.	Gamut NHS-Tago
20	Polinar, Mary Grace A.	Mararag NHS
21	Pormiento, Helen D.	Barobo NHS
22	Posesano, Leonardo O.	Salvacion NHS
23	Posesano, Ernesto O.	Libas Sud IS
24	Prado, Johanna G.	San Miguel NHS
25	Puli, Normelita P.	Hinatuan NCHS
26	Ramil, Angel Jed E.	Lianga NCHS
27	Rance, Remalyn B.	Matho ES
28	Rapal, Glenda N.	Gamut NHS-Tago
29	Realista, Lara Mae B.	Lingig NHS
30	Rivamonte, Silverio S.	Purissima NHS
31	Rivas, Love N.	St. Christine NHS
32	Rivera, KC B.	Tigao NHS
33	Roluna, Antonio Jr.	Bangsud ES
34	Romaraog, Maria Lyne C.	Lianga NCHS
35	Ronquillo, Lowela C.	Agsam IS
36	Rosil, Lyrr M.	Antipolo NHS
37	Rosit, Jade Andrew R.	Cantilan NHS
38	Salinas, Krishelfitz T.	Jobar IS
39	Samontina, Arlyn T.	Hinatuan NCHS-Roxas
40	Sanders, Jean B.	Lianga NCHS
41	Santuya, Ma. Melanie U.	Wakat NHS
42	Say-a, Em-em R.	Tagbina NHS
43	Signapan, Alimar A.	Unidad NHS
44	Siona, Rosegen B.	Burgos NHS
45	Solis, Jhunrey T.	Sagbayan NHS
46	Suazo, Celeste B.	Purissima NHS
47	Subebe, Anecito A.	Loyola NHS
48	Tabon, Airish Paulith S.	Lianga NCHS
49	Tabugon, Adelfa O.	Maglambing IS
50	Tajale, Bless T.	Barobo NHS
51	Tajonera, Madelissa M.	Unidad NHS
52	Talistic, Jasper Y.	Purissima NHS
53	Talistic, Philip M.	San Miguel NCHS
54	Tao-tao, Shiela Mae L.	Tagbina NHS
55	Tawas, Jonathan O.	Cabangahan IS
56	Toroba, Rufo Jr.	Anibongan IS
57	Tranquillan, Leneth A.	Felisberto Verano NHS
58	Trimidal, John Vianie P.	Tarusan IS
59	Urbiztondo, Kay Tracey A.	Solomon P. Lozada NHS
60	Uriarte, Ruby P.	Solomon P. Lozada NHS
61	Verdeflor, Magdalino A.	Hinatuan NCHS
62	Villaruz, Airen A.	Kahayagan NHS
63	Viola, Dani Reg S.	Nocot PS
64	Lupas, Carl Jether	Carmen District