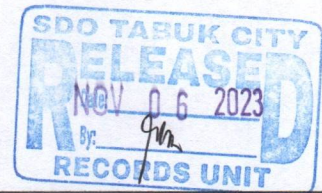




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**



November 6, 2023

**DIVISION MEMORANDUM**

No. 444 s. 2023

To: **ALL EMPLOYEES CONCERNED**

**THIRD AND FINAL CALL FOR SUBMISSION OF LACKING DOCUMENTS  
FOR THE MONTHS OF JANUARY TO MAY 2023**

1. This is to inform all concerned employees of this third and final call for submission of lacking documents for the months of January to May 2023 in compliance to Notice of Suspension (NS) NS No. 2023-01 DO-TAB from Commission on Audit (COA) due to non-submission of the Daily Time Records (DTRs) and approved Form 6 together with other supporting documents.
2. Despite the twice issuance of memoranda on the compliance of the said NS, there are still unsubmitted lacking documents.
3. Enclosed is the list of employees with uncomplined lacking documents, submit on or before **November 15, 2023** at the Personnel Office.
4. Employees who fail to comply will be subjected to the issuance of Notice of Disallowance from COA.
5. For immediate compliance.

*Encl: as stated*

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent





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

**LIST OF EMPLOYEES WITH UNCOMPLIED LACKING DOCUMENTS DUE TO  
COA NOTICE OF SUSPENSION NO. 2023-01 DO-TAB**

<b>NAME</b>	<b>DISTRICT/ SCHOOL</b>	<b>LACKING DOCUMENTS</b>
<b>JANUARY 2023</b>		
Alcantara, Janet B.	WTD/Bado Dangwa CS	Signed Locator Slip dated 1/26/2023
<b>FEBRUARY 2023</b>		
Cumaldi, Melita T.	ETD/ Matucnang ES	Signed certification part in the Locator Slip dated 2/10/23
Rivera, Rogenia C.	STD	Approved DTR for February 2023
<b>MARCH 2023</b>		
Liwag, Mary Joy T.	Bado Dangwa NHS	Approved Locator Slips on 3/8- 9/2023
Villaro, Grace R.	ETD/BCS	Approved Form 6 for 3/28- 31/2023
Balisong, Josefina B.	Insular	Approved Form 6 for 3/30/2023
<b>APRIL 2023</b>		
Cabiao, Fabela D.	WTD	Approved Form 6 for 4/3-4/2023
<b>MAY 2023</b>		
Dao-ay, Shirley M.	Bado Dangwa NHS	Approved Form 6 for 5/24- 25/2023
Lingbawan, Richelle B.	WTD	Approved Form 6 for 5/19/2023
Bag-ay, Juan G.	NTD	Signed DTR for May 2023
Alvior, Jovita M.	NTD	Approved Form 6 for 5/23- 26/2023
Dumayag, Mayflor N.	STD	Signed DTR for May 2023
Iyadan, Loriet L.	Insular	Attachments for 5/3pm; 19; 26pm/2023
Viloria, Rona-Goan T.	Insular	Signed DTR for May 2023
Balisong, Josefina B.	Insular	Signed DTR for May 2023
Iyadan, Loriet L.	Insular	Attachments for 5/3pm;19;26pm/2023