



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

27 Apr 2026

DIVISION MEMORANDUM

CID-2026-065

**GUIDELINES IN THE SUBMISSION OF PERTINENT DOCUMENTS OF PLGU-SEF
FUNDED PSB AND ARAL VOLUNTEER TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To ensure the timely, complete, and accurate submission of required documents to facilitate the prompt processing of honoraria for PLGU-SEF-funded PSB and ARAL Volunteer Teachers, all concerned are hereby directed to observe the following guidelines:

- a. Submission of Required Documents
 - i. The following documents shall be completely and correctly accomplished and submitted within three (3) days after the end of every month of service, to wit:
 1. Monthly Daily Time Record (DTR)
 2. Learners' Attendance Report
 3. Accomplishment Report
- b. Validation of Documents
 - i. All School Administrative Officers (AOs) or Administrative Aides (ADAs), together with the School Head, shall check, validate, and certify the accuracy and completeness of the documents before submission. All validated documents shall be submitted to the Office of Planning and Research, care of Ms. Rose Traya or Ms. Lyndie Narciso.
- c. Effect of Non-Compliance
 - i. PSB and ARAL Volunteer Teachers who fail to comply with the prescribed timeline and requirements shall be scheduled for honorarium processing in the next batch, while complete submissions received on or before the target date shall be given priority.

2. To facilitate the automatic crediting of honoraria, schools are enjoined to assist PSB and ARAL Volunteer Teachers in the processing of their LandBank ATM accounts. For the list of requirements and further details, you may coordinate directly with Ms. Rose Traya or Ms. Lyndie Narciso.

3. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.



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4. Strict compliance with this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

REPORTS

Judith B. Alba/CID/MLA – guidelines in the submission of pertinent documents of plgu-sef
funded psb and aral volunteer teachers

0300/April 27, 2026