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Republic of the Philippines
Department of Education
REGION I
Schools Division Office – City of San Fernando (LU)

DIVISION MEMORANDUM

FEB 24 2025

No. 43 s, 2025

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Elementary and Secondary School Heads
SDO Unit Heads
All Others Concerned

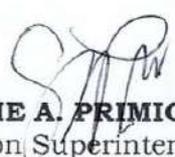
FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **RELEASE OF FY 2024 CNA INCENTIVE**

Relative to the release of FY 2024 CNA INCENTIVE to ALL Non- Teaching Personnel of Division of San Fernando City, the following shall observed when claiming the incentive:

1. Only SDO personnel (Cashier) concerned and those authorized by the undersigned to assist shall be allowed at the venue.
2. In case the concerned Non- Teaching personnel cannot claim personally, an authorization letter with attached valid ID will be required as a proofs. Everyone is enjoined to personally claim the said incentive. Only in extreme cases will authorization be allowed.
3. Attached is the schedule of distribution of CNA FY 2024.

Please be guided accordingly.


SHEILA MARIE A. PRIMICIAS
Schools Division Superintendent



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SCHEDULE OF DISTRIBUTION OF CNA INCENTIVES FOR FY 2024

Date	Time	School	Venue
February 25, 2025	9:00AM- 12:00NN	Division Office Personnel	CASH Section
	2:00PM – 4:00PM	Non- Teaching Personnel (Field)	

