DEPARTMENT OF EDUCATION
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LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Division Superintendent

October 12, 2026

101226567

DIVISION MEMORANDUM
No. 0492 s. 2026

SCHEDULE AND REQUIREMENTS FOR TULONG PANGHANAP SA ATING DISADVANTAGED WORKERS (TUPAD) PAY-OUT

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

1. Please be informed that the TUPAD pay-out is scheduled on October 15,2026, at the SDO Function Hall, Washington Street, Binatagan, Ligao City.

2. To ensure an orderly and organized distribution, the release will be strictly conducted in two separate batches:

Pay-Out Schedule (October 15,2026)	
Batch 1 (9:00AM 10:30 AM)	Paulba National High School (PNHS), Deogracias P. Princesa Memorial High School (DPPMHS) & Ligao City Technical Vocational High School (LCNTVHS)
Batch 2 (10:30 – 12:00 AM)	Ligao National High School (LNHS), Ligao East Central School (LECS) & Ligao West Central Elementary School (LWCES)

3. All beneficiaries must personally bring the following items for validation and documentation: 1. Official TUPAD Uniform (must be worn or brought for picture-taking purposes) 2. Valid ID 3. 1X1 Passport ID Picture (1 copy) **Proxy Claim Guidelines:** If a primary beneficiary is absolutely unable to claim their pay-out in person, an **immediate family member** may claim it on their behalf. The authorized representative must present the following: Marriage Contract (if the representative is spouse); Birth Certificate (if the representative is sibling). Please arrive during your designated school batch time slot to prevent overcrowding.

4. For information and guidance of all concerned.

NYMPHA D. GUEMO
Schools Division Superintendent