



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

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JULY 30 2025
BY: NMB
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JULY 30 2025

REGIONAL MEMORANDUM

No. 0773, s. 2025

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF TEACHER PLANTILLA LIST FOR THE NATIONAL TEACHERS'
DAY 2025 RAFFLE DRAW

1. In celebration of the National Teachers' Day (NTD) 2025, the Department of Education – Caraga Region will conduct a raffle draw for all teachers as part of the culminating activities.
2. To facilitate this, all Schools Division Offices (SDOs), through their respective Human Resource Management Officers, are directed to submit a complete and updated list of all teaching personnel with plantilla positions in their division.
3. The list shall be submitted in Excel format and must include the following details:
 - a. Complete Name of Teacher (First Name, Middle Initial, and Last Name)
 - b. Position Title
 - c. School Assignment
4. SDOs are reminded to ensure the accuracy and completeness of the submitted list, as this will serve as the official basis for the raffle draw entries.
5. The electronic copy of the accomplished list shall be submitted on or before August 30, 2025, via the following Google Drive link: <https://drive.google.com/drive/folders/1gAAPD3bkiruMWV2sN3eZCxuCufO4Px0NV?usp=sharing> using the file name: NTD 2025 – Teacher Plantilla List – [Name of Division].
6. For inquiries, please contact Ms. Adrilene Mae Castaños, Project Development Officer IV at adrilenemae.castaños@deped.gov.ph or Ms. Jairha Anne T. Sususco, Technical Assistant I at jairhaanne.sususco@deped.gov.ph.
7. For information and compliance.


MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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Encl.: As stated

Reference: None

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

TEACHERS

ESSD/jats
07/29/2025