



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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**UNNUMBERED DIVISION MEMORANDUM**

**TO : MRS. JOCELYN CUTIN, Personnel and Records Section**

**FROM : VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent

**SUBJECT : UTILIZATION OF DIVISION CONTINUOUS IMPROVEMENT (CI) PROJECT ON STEP INCREMENT**

**DATE : September 8, 2017**

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This Office informs you of the Division Continuous Improvement (CI) Project particularly the “Electronic System on Step Increment”. It is an electronic database system design that provides information to the Personnel & Records Section of the employees due for Step Increment at a given time. It is a system installed in a designated computer at the Personnel & Records Office.

You are hereby ordered to use the said system design for fast and easy delivery of services. The Division CI Team shall assist and guide you in using the said system design.

For your information, guidance and compliance.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 