



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN

**Office of the Schools Division
Superintendent**

24 April 2020

DIVISION MEMORANDUM

No. 119, s. 2020

SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT

To: Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The following teaching and non-teaching personnel are requested to submit the necessary requirements for process of their Step Increment:

#	NAME	POSITION	STATION
1	Encarquez, Vida A.	Education Program Supervisor	Division Office
2	Lansang, Annabel R.	Master Teacher 2	Cogon ES
3	Iñigo, Mylin O.	Master Teacher 2	Manga ES
4	Lacang, Ranulfa B.	Master Teacher 2	Mansasa ES
5	Lisondra, Ma. Arlene I.	Master Teacher 2	TCC-SSSES
6	Sulague, Cecilia D.	Master Teacher 2	Tiptip ES
7	Canales, Ines O.	Master Teacher 1	Cogon ES
8	Cordova, Corazon A.	Master Teacher 1	TCC-SSSES
9	Sarigumba, Judy B.	Special Education Teacher 3	TCCES-SPED Center
10	Canda, Zenovilisa B.	Special Education Teacher 1	TCCES-SPED Center
11	Mori, Anna Liza P.	Special Education Teacher 1	TCCES-SPED Center
12	Magallanes, Amelia S.	Special Education Teacher 1	TCCES-SPED Center
13	Villorejo, Sharon J.	Teacher 3	Tagbilaran City Central ES
14	Bag-ao, Daryl R.	Teacher 3	Tagbilaran City Central ES
15	Pinar, Annielyn G.	Teacher 3	Cogon ES
16	Tabiliran, Angusthia K.	Teacher 3	Tagbilaran City Central ES
17	Manriquez, Rufina P.	Teacher 3	Ubuja ES
18	Cacho, Sarah Jean T.	Teacher 3	Cogon ES
19	Beniciro, Zenna A.	Teacher 3	City East ES
20	Jimenos, Haide C.	Teacher 3	Dao ES
21	Estose, Melsara C.	Teacher 3	Tiptip ES
22	Logroño, Ma. Rufina M.	Teacher 3	Cogon ES
23	Puyo, Alice P.	Teacher 3	Mansasa ES
24	Agustin, Rose Sharon P.	Teacher 3	Booy ES
25	Ramirez, Celerina P.	Teacher 3	Taloto ES



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26	Laborte, Shirley A.	Teacher 3	Dao ES
27	Ortiz, Marilyn E.	Teacher 3	Cogon ES
28	Cabudbud, Gemma T.	Teacher 3	Dao ES
29	Tisoy, Marcela A.	Teacher 3	Booy ES
30	Pizaña, Aurelia A.	Teacher 3	City East ES
31	Sumaylo, Jenia E.	Teacher 3	Tiptip ES
32	Birad, Elisa M.	Teacher 3	Taloto ES
33	Castillon, Conchita D.	Teacher 3	Tagbilaran City Central ES
34	Gallo, Christine B.	Teacher 3	Cabawan ES
35	Baluran, Rodulfo J.	Teacher 3	Bool ES
36	Opaco, Neil Jeff	Teacher 3	Tagbilaran City Central ES
37	Imbalsado, Rossana L.	Teacher 3	Taloto ES
38	Bermoy, Eden G.	Teacher 3	Dao ES
39	Bantugan, Eufemio S.	Teacher 3	Booy ES
40	Ayeng, Eugenia O.	Teacher 3	Booy South ES
41	Madidis, Vicenta V.	Teacher 3	Bool ES
42	Alas, Laureano B.	Teacher 3	Tagbilaran City Central ES
43	Genalo, Grace L.	Teacher 3	Dao ES
44	Euseña, Annalou S.	Teacher 3	Tiptip ES
45	Malayas, Rainerio B.	Teacher 3	Cogon ES
46	Mencede, Maria Luisa D.	Teacher 3	Cogon ES
47	Celosia, Rex U.	Teacher 3	Dao ES
48	Tecson, Rene Beb D.	Teacher 3	Cogon ES
49	Agad, Alejandra P.	Teacher 3	Dampas ES
50	Moreno, Josephine A.	Teacher 3	Cogon ES
51	Toh, Oliver P.	Teacher 3	Cogon ES
52	Bastes, Reinaria T.	Teacher 3	Tiptip ES
53	Genovia, Maria Lynn B.	Teacher 3	Booy ES
54	Mendez, Corazon E.	Teacher 3	San Isidro ES
55	Tamayo, Rosalie E.	Teacher 3	Cabawan ES
56	Lim, Hazel N.	Teacher 3	Tagbilaran City Central ES
57	Gran, Juliet A.	Teacher 3	Dampas ES
58	Visto, Jennifer H.	Teacher 3	Taloto ES
59	Cesar, Enriquita N.	Teacher 3	Tagbilaran City Central ES
60	Benolirao, Belen B.	Teacher 3	Tagbilaran City Central ES
61	Agad, Teresita A.	Teacher 3	Taloto ES
62	Bongator, Siena P.	Teacher 3	Tiptip ES
63	Opada, Zenen E.	Teacher 3	Tagbilaran City Central ES
64	Pineda, Rowel G.	Teacher 3	Dao ES
65	Jubac, Andrea H.	Teacher 3	Tagbilaran City Central ES
66	Galang, Loida A.	Teacher 3	Taloto ES



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67	Zachary, Marjorie L.	Teacher 1	City East ES
68	Aceron, Karren Gale B.	Teacher 1	Cogon ES
69	Morgia, Jennifer L.	Teacher 1	Cabawan ES
70	Dayot, Nelzon S.	Teacher 1	Dampas ES
71	Dañas, Sheila G.	Teacher 1	Mansasa ES
72	Alabe, Pablita R.	Teacher 1	Cogon ES
73	Pis-an, Floredith S.	Teacher 1	San Isidro ES
74	Descartin, Doreen O.	Teacher 1	TCCES-SPED Center
75	Jamodiong, Rovelyn G.	Teacher 1	Cogon ES
76	Remerata, Ana Loreinne E.	Teacher 1	Booy South ES
77	Estoce, Farrah A.	Teacher 1	Mansasa ES
78	Campos, Grace Marie L.	School Principal 1	Manga NHS
79	Selma, Julieta J.	Teacher 3	Cogon HSEC
80	Respito, Ailyn K.	Teacher 1	Cogon HSEC
81	Butlig, Lucia S.	Teacher 1	Cogon HSEC
82	Bolofer, Ma. Christina T.	Teacher 1	Cogon HSEC
83	Gone, Editha G.	Teacher 3	Manga NHS
84	Paña, Renato V.	Teacher 3	Manga NHS
85	Zamora, Christine Tiara T.	Teacher 3	Manga NHS
86	Quilario, Lolita C.	Teacher 3	Manga NHS
87	Batingal, Celia S.	Teacher 3	Tagbilaran City Science HS
88	Tutor, Asteria T.	Teacher 3	Tagbilaran City Science HS
89	Monton, Juanita J.	Master Teacher 1	Mansasa NHS
90	Tibod, Alberto Jr. L.	Head Teacher 3	Mansasa NHS
91	Malaya, Robert B.	Teacher 3	Mansasa NHS
92	Potane, Analy O.	Teacher 3	Mansasa NHS
93	Gutang, Anna Marie J.	Teacher 1	Mansasa NHS
94	Magdoza, Ma. Grace P.	Teacher 1	Mansasa NHS
95	Tenajeros, Ricky C.	Teacher 1	Mansasa NHS
96	Tejano, Margarita L.	Administrative Assistant 2	Division Office
97	Doblas, Rolando Jr. V.	Teacher 3	San Isidro NHS
98	Salces, Rhenalyn L.	Teacher 1	San Isidro NHS
99	Lague, Cecilia M.	Teacher 1	San Isidro NHS
100	Rizalado, Angelie R.	Teacher 1	San Isidro NHS
101	Napiere, Warlita A.	Teacher 1	San Isidro NHS
102	Datoy, Florafel C.	Teacher 1	Tagbilaran City Science HS
103	Gantalao, Marjorie G.	Teacher 1	Tagbilaran City Science HS
104	Ciño, Jarom A.	Teacher 1	Tagbilaran City Science HS
105	Rosal, Jose Arnel D.	Teacher 1	Tagbilaran City Science HS
106	Bustamante, Dinah A.	Administrative Assistant 3	Tagbilaran City Science HS
107	Membreve, Jonathan D.	Master Teacher 2	Tagbilaran City Science HS



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108	Putong, Alma Mae C.	Special Science Teacher 1	Tagbilaran City Science HS
109	Pelin, Floridel C.	Teacher 3	Tagbilaran City Science HS
110	Bulala, Isabelita C.	Teacher 3	Tagbilaran City Science HS
111	Balbarota, Ana Vaniza S.	Teacher 2	DCPNHS
112	Ayuban, Mylin T.	Teacher 2	Mansasa NHS
113	Dequiña, Sheila D.	Teacher 2	Manga NHS
114	Fudalan, Gay-Fe U.	Teacher 2	DCPNHS
115	Pabatao, Gemma D.	Teacher 2	DCPNHS
116	Abarquez, Riza L.	Teacher 2	DCPNHS
117	Galan, Ian-Jhel T.	Teacher 2	Mansasa NHS
118	Pagle, Maria Dolores P.	Teacher 2	DCPNHS
119	Espino, Estrella T.	Teacher 2	DCPNHS
120	Labus, Jered Grace B.	Teacher 2	DCPNHS
121	Cabataña, Rowena B.	Teacher 1	DCPNHS
122	Galope, Dennis P.	Teacher 2	DCPNHS
123	Maglupay, Floramae M.	Teacher 1	DCPNHS
124	Catacutan, Dionesa D.	Teacher 1	Mansasa NHS
125	Badayos, Allan P.	Teacher 1	Mansasa NHS

2. Please submit last Approved Appointment and latest available pay slip both in three (3) copies to the Division Office, Personnel Section thru Mrs. Jocelyn P. Cutin, Human Resource Management Officer II (Administrative Officer IV).
3. Those who are not included in the list that are due for Step Increment are also requested to submit the same. In addition, those enlisted personnel who have already submitted their requirements are advised to disregard this Memo.
4. Wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

JIAL/MKP/PERSONNEL/JPC/jro



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