



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

**Office of the Schools Division  
Superintendent**

December 3, 2020

DIVISION MEMORANDUM  
No. 297, s. 2020

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
DUE FOR THE MONTHS OF JULY TO DECEMBER 2020**

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

1. The following teaching and non-teaching personnel who are due for Step Increment for the months of July to December 2020 are requested to submit the necessary requirements for the process of their Step Increment:

**Additional Personnel due for Step Increment - July 2020**

| # | NAME                          | POSITION    | STATION |
|---|-------------------------------|-------------|---------|
| 1 | Dote, Glenda E                | Teacher II  | DCPNHS  |
| 2 | Anore, Annabel T              | Teacher III | DCPNHS  |
| 3 | Quilantang, Rommel M          | Teacher I   | DCPNHS  |
| 4 | Barrete, Patricia Angelique I | Teacher I   | DCPNHS  |
| 5 | Sarabia, Mary Grace H         | Teacher II  | DCPNHS  |
| 6 | Tenajeros, Carl Jay           | Teacher I   | DCPNHS  |
| 7 | Balatero, Fallene Gemini S    | Teacher I   | DCPNHS  |
| 8 | Santiago, Grace Mae I.        | Teacher I   | DCPNHS  |

**Personnel due for Step Increment - August 2020**

| #  | NAME                     | POSITION                     | STATION       |
|----|--------------------------|------------------------------|---------------|
| 1  | Legaspi, Rusela M        | Teacher III                  | Manga ES      |
| 2  | Daligidigan, Marites S   | Teacher III                  | Ubujan ES     |
| 3  | Cacho, Charity Lee O     | Teacher III                  | City East ES  |
| 4  | Dayaganon, Miguela C     | Teacher III                  | Dao ES        |
| 5  | Ancog, Juvy B            | Teacher I                    | Tiptip ES     |
| 6  | Paredes, Laarni Rose S   | Teacher I                    | City East ES  |
| 7  | Dayap, Mary Jane P       | Teacher I                    | Cogon HSEC    |
| 8  | Hurboda, Reymund Y       | Teacher II                   | DCPNHS        |
| 9  | Castil, Maria Donabel C  | Teacher I                    | Cogon HSEC    |
| 10 | Lasta, F J Charlene C    | Teacher I                    | Manga NHS     |
| 11 | Gamao, Gina E            | Administrative Assistant III | Cogon HSEC/DO |
| 12 | Varona, Martin Kashuer G | Teacher I                    | DCPNHS        |



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol  
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**Personnel due for Step Increment - September 2020**

| #  | NAME                  | POSITION            | STATION      |
|----|-----------------------|---------------------|--------------|
| 1  | Sempron, Basilides M. | School Principal II | Manga ES     |
| 2  | Abucay, Carmencita P. | Teacher III         | TCSHS        |
| 3  | Pungay, Marilyn D.    | Teacher III         | City East ES |
| 4  | Buctuan, Heremias D.  | Teacher III         | Cogon ES     |
| 5  | Wenceslao, Pepito A.  | Teacher III         | Cogon HSEC   |
| 6  | Lague, Bernadette O.  | Teacher I           | Manga NHS    |
| 7  | Carpentero, Edna E.   | Teacher III         | Mansasa NHS  |
| 8  | Mansueto, Evelyn S.   | Teacher III         | Mansasa NHS  |
| 9  | Gonzales, Voltaire I  | Teacher III         | DCPNHS       |
| 10 | Cempron, Meriam G     | Teacher I           | DCPNHS       |

**Personnel due for Step Increment - October 2020**

| #  | NAME                     | POSITION    | STATION         |
|----|--------------------------|-------------|-----------------|
| 1  | Romero, Vida N           | Dentist II  | Division Office |
| 2  | Balazuela, Agricula L    | Teacher III | Dao ES          |
| 3  | Bondalo, Ma. Fe P        | Teacher III | City East ES    |
| 4  | Galolo, Rosalina T       | Teacher III | TCCES           |
| 5  | Dagondon, Presentacion T | Teacher III | ALS             |
| 6  | Lumuthang, Evangelina C  | Teacher III | TCCES           |
| 7  | Carbon, Judith V.        | Teacher I   | City East ES    |
| 8  | Balbarota, Ana Vaniza S  | Teacher II  | DCPNHS          |
| 9  | Aranzado, Gerry C        | Teacher II  | DCPNHS          |
| 10 | Naval, Maitha M          | Teacher III | DCPNHS          |

**Personnel due for Step Increment - November 2020**

| #  | NAME                   | POSITION            | STATION   |
|----|------------------------|---------------------|-----------|
| 1  | Lafuente, Juanita C    | School Principal II | TCCES     |
| 2  | Inting, Annielyn G     | Teacher III         | Cogon ES  |
| 3  | Toh, Ramonita A        | Teacher III         | Cogon ES  |
| 4  | Jimenez, Maria Fe L    | Teacher III         | Booy ES   |
| 5  | Manzanilla, Imelda K   | Teacher III         | Dampas ES |
| 6  | Redula, Wilma V        | Teacher III         | Manga ES  |
| 7  | Moreno, Josephine A    | Teacher III         | Cogon ES  |
| 8  | Lopernes, Aileen Q     | Teacher III         | TCCES     |
| 9  | Visarra, Estela A      | Teacher III         | Dampas ES |
| 10 | Dalapo, Anna Marie M   | Teacher III         | TCCES     |
| 11 | Lumayag, Jovelyn B     | Teacher III         | Manga NHS |
| 12 | Budiongan, Eva Marie M | Teacher II          | DCPNHS    |
| 13 | Quimson, Melanie J.    | Teacher II          | DCPNHS    |
| 14 | Rosal, Brian C         | Teacher II          | DCPNHS    |



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**Personnel due for Step Increment - December 2020**

| #  | NAME                     | POSITION                            | STATION         |
|----|--------------------------|-------------------------------------|-----------------|
| 1  | Tanggaan, Filomena C     | Senior Education Program Specialist | TCCES           |
| 2  | Echavia, Maria Gorette R | SPED Teacher I                      | TCCS-SPED       |
| 3  | Cabodbod, Vivian C       | Teacher III                         | Manga ES        |
| 4  | Tayag, Analie J          | Teacher III                         | Manga ES        |
| 5  | Dagami, Janora C         | Teacher III                         | TCCES           |
| 6  | Tabiliran, Angusthia K   | Teacher III                         | TCCES           |
| 7  | Dispo, Marcela C         | Teacher III                         | City East ES    |
| 8  | Sajulga, Celerina P      | Teacher III                         | Booy South ES   |
| 9  | Dela Torre, Pilar S      | Teacher III                         | Cogon HSEC      |
| 10 | Taguisa, Bernadito       | Administrative Aide IV              | Division Office |
| 11 | Ferniz, Raizah Mariz I   | Special Science Teacher I           | Manga NHS       |
| 12 | Lumamba, Monette A       | Teacher II                          | Mansasa NHS     |
| 13 | Manriquez, Rufina P      | Teacher III                         | Ubujan ES       |
| 14 | Maglajos, Lucio B        | Teacher III                         | DCPHNS          |
| 15 | Auxtero, Ma. Teresa G    | Teacher III                         | DCPHNS          |

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.

*For the SDS:*

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

  
QUILINO T. MCLAR, JR., Ph.D  
ADMINISTRATIVE OFFICER V

JIAL/MKP/PERSONNEL/JPC/jro



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