



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

**Office of the Schools Division  
Superintendent**

July 23, 2021

DIVISION MEMORANDUM  
No. 270, s. 2021

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
DUE FOR THE MONTHS OF JULY TO SEPTEMBER 2021**

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 September 2021 are requested to submit the necessary requirements for the process of their Step Increment:

<b>Personnel due for Step Increment - July 2021</b>			
#	NAME	POSITION	STATION
1	DUMAGAN, CARMELITA INOC	Master Teacher II	DCPNHS
2	SALUTAN, RAFLYN HUMOL	Master Teacher I	DCPNHS
3	LABRADO, SESINIA MADERA	Teacher III	DCPNHS
4	DUMAGAN, BENJAMIN MIOLE	Teacher III	DCPNHS
5	BORJA, ALCESTIS DUMILON	Teacher II	DCPNHS
6	CANTAROS, MARY NONALEE GICA	Teacher II	DCPNHS
7	MICULOB, RICHEL BONGCAC	Teacher I	DCPNHS
8	SAGARAL, MICHELLE TARE	Accountant III	Division Office
9	MARIÑAS, JOSE III CALDOZA	Information Technology Officer I	Division Office
10	CUTIN, JOCELYN POLOYAPOY	Administrative Officer IV	Division Office
11	RALLOS, MARIFE CASTAÑO	Administrative Officer IV	Division Office
12	SARIGUMBA, JENNIFER BALBIDO	Administrative Assistant III	Division Office
13	SUMAYLO, ANANIAS JABINEZ	Administrative Assistant III	Division Office
14	TAMBIS, ROSALIE ALAGON	Administrative Assistant III	Division Office
15	AMISTOSO, AIMEE TAVERA	Education Program Supervisor	Division Office
16	ACABO, EMILY LOQUIAS	Librarian II	Division Office
17	MANCHA, JUNICEL TAGHAP	Project Development Officer II	Division Office
18	LUGA, BEATRIZ CONCHA	SGOD Chief	Division Office
19	ALO, ARTEMIO BATOY	Planning Officer III	Division Office
20	COLUMNAS, SARAH MAE CUBERO	Teacher II	Mansasa NHS
21	KARAAN, FLORENCIO JR. PAJAC	Teacher II	DCPNHS



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22	BOLORON, RITCHEL GENITA	Teacher II	DCPNHS
23	SOBREPEÑA, ELAINE BATINGAL	Teacher II	Tagbilaran City Science HS
24	OTERO, JAMES RAMON DANO	Teacher II	Mansasa NHS
25	ABUCEJO, ANTONIO LOCANTE	Teacher I	DCPNHS
26	SALISID, MAXIMA ISRAEL	Teacher III	Mansasa NHS
27	LUMAYAG, MARIE CRIS ROLLARAZO	Teacher II	San Isidro HS
28	GULTIA, RIZA RAMOS	Teacher III	Tagbilaran City HS for the HI
29	GASTONES, JENNIFER DEGUIÑON	Teacher I	San Isidro HS
30	LIGAN, MELODY UY	Special Education Teacher I	TCCS- Sped Center
31	OLIVAR, GOLDA MAY LUCERO	Special Education Teacher I	TCCS- Sped Center
32	BASTES, REINARIA TOLESIO	Teacher III	Tiptip ES

<b>Personnel due for Step Increment - August 2021</b>			
#	NAME	POSITION	STATION
1	NISNISAN, ROSELLE CRUZADA	Master Teacher II	DCPNHS
2	PUNGAY, CARMELITA ERANO	Master Teacher II	DCPNHS
3	GABATO, ZENONA CALBAZA	Master Teacher I	DCPNHS
4	JACOB, RESA NIÑA AMONCIO	Master Teacher I	DCPNHS
5	PAHANG, EVELYN HAGONOS	Teacher III	DCPNHS
6	BALO, MIRA LOU PICOS	Teacher III	DCPNHS
7	MALAYAS, MA. AIRENE DALING	Teacher III	DCPNHS
8	HATTERSCHEID, JUNETTE ESCABRATE	Teacher III	DCPNHS
9	CAHILES, AGUSTIN TOSAQUE	Teacher III	DCPNHS
10	RELAMPAGOS, TAMMY IBAYA	Teacher III	DCPNHS
11	CASTAÑO, FELIX JR. COTO	Teacher I	DCPNHS
12	LABUGA, MARIA RAISAS BARADAN	Teacher I	DCPNHS
13	RUIZ, CHRISTINE MARY JOY LOMARDA	Teacher I	DCPNHS
14	CABARLES, PABLITA RASONABE	Master Teacher I	Manga NHS
15	AYUBAN, MYLIN TAPUROC	Teacher II	Mansasa NHS
16	ESCATRON, LENITA CEDILLO	Teacher II	DCPNHS
17	MICULOB, VANESA SUAREZ	Teacher I	Mansasa NHS
18	COLLYER, CHERRY MICHELLE FLORES	Master Teacher II	Dampas ES
19	MAHUMAS, SYLVIA JUMAYLAB	Master Teacher I	Cabawan ES
20	JALJALIS, LEAH BULARAN	Master Teacher I	TCCES
21	TAGUPA, MIRAFLOR DOYAG	Teacher III	Taloto ES
22	BASTES, MAE MAESTRADO	Teacher III	Taloto ES
23	CURACHA, REINA LOU LUSTRE	Teacher III	Dampas ES



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#	NAME	POSITION	STATION
24	PINAR, ANNIELYN GULLE	Teacher III	Cogon ES
25	JALUAG, JANNETE PATENIO	Teacher III	Bool ES
26	ESTOCE, MELSARA CEMPRON	Teacher III	Tiptip ES
27	SUSE, CATHALINE CIMA FRANCA	Teacher III	Booy ES
28	NARISMA, ERMABETH ONGCOY	Teacher III	Bool ES
29	CASTILLON, CONCHITA DAHAN	Teacher III	TCCES
30	DAYAN, MARGARET PENALES	Teacher III	Cogon ES
31	IMBALSADO, ROSSANA LIBUMFACIL	Teacher III	Taloto ES
32	PONTE, ALONA BALIOG	Teacher III	Manga ES
33	EUSEÑA, ANNALOU SALINDO	Teacher III	Tiptip ES
34	REMOROSA, MA. ESTELA LUMANTAS	Teacher III	Dampas ES
35	AGAD, ALEJANDRA PAREDES	Teacher III	Dampas ES
36	TORING, VILLE ROSE ARBITRARIO	Teacher III	Dampas ES
37	DACULOS, ALMA ELSA LUNZON	Teacher III	Dampas ES
38	GOLOSINO, FLORENDA GALOLO	Teacher III	TCCES
39	CALZADO, ROXANNE ASUNCION	Teacher III	TCCES
40	JUMAWID, MYRA CALI	Teacher III	TCCES
41	AGUAVIVA, NENITA TUBO	Teacher III	Manga ES
42	DANIEL, MELCHIZEDEK ALTURAS	Teacher I	City East ES
43	MONTESCO, ROSE FRANCIS BALOCO	Teacher I	San Isidro ES
44	JUMAMIL, REGINA BANDIJA	Teacher I	Eastern Cogon ES

**Personnel due for Step Increment - September 2021**

#	NAME	POSITION	STATION
1	PALMA, MA. ANTONIA POCOT	Teacher III	DCPNHS
2	APORADO, MARLON MA-ATA	Teacher I	DCPNHS
3	LAURON, VENANCIO LOGROÑO	Administrative Assistant III	DCPNHS
4	DAHAB, MA. DOLORES TABIGUE	School Principal I	Cogon High School - Evening Class
5	REGALADO, KIM LANZADERAS	Teacher III	Manga NHS
6	BUTALID, JANET TANDOG	Education Program Supervisor	Division Office
7	SARABIA, NEOLITA SAGOSA	Education Program Supervisor	Division Office
8	ESCOLANO, ELIZABETH ROSIL	Education Program Specialist II	Division Office
9	AYAO, MA. ESTELA CADENAS	Teacher III	Cogon High School - Evening Class
10	ZARKADAS, MARIA AYESA JALA	Teacher III	Cogon High School - Evening Class
11	GALDO, SIGRID LOU CARMONA	Teacher III	Cogon High School - Evening Class
12	DALEON, JUNRELL PEROCHO	Teacher III	Cogon High School - Evening Class
13	AÑOSA, JENNIFER AVENIDO	Teacher I	Cogon High School - Evening Class
14	ISADA, MARIFE ELIC	Teacher I	Cogon High School - Evening Class



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15	GALAN, ROSALETTE GOM-OS	Teacher III	Mansasa NHS
16	ABUEVA, ROSALIE TUTOR	Teacher III	Mansasa NHS
17	ZABALA, MA. MILDRED MISSION	Teacher III	Tagbilaran City Science HS
18	AGUA, CATHERINE DOTE	Teacher III	Dampas ES
19	CABERTE, GLENDA MAE ENTE	Teacher III	Eastern Cogon ES
20	BALANI, URSULA CURAYAG	Teacher III	Cabawan ES
21	LABASAN, EVA LOGROÑO	Teacher III	Cogon ES
22	ACAIN, KARLEEN MAE TEJANO	Teacher III	TCCES
23	REQUILMEN, NOVELIZA BUDLONG	Teacher I	ALS
24	SON, JEAN BOLO	Teacher I	ALS

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

