



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

Office of the Schools Division
Superintendent

December 7, 2021

DIVISION MEMORANDUM

No. 498, s. 2021

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
DUE FOR THE MONTHS OF OCTOBER TO DECEMBER 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 October to December 2021 are requested to submit the necessary requirements for the process of their Step Increment:

Personnel due for Step Increment - October 2021

#	NAME	POSITION	STATION
1	GAMAYOT, LEAH MARIE NILUAG	Teacher I	DCPNHS
2	SUAYBAGUIO, MERCY LYNN QUIOBE	Teacher I	DCPNHS
3	BATINGAL, CELIA SALISE	Teacher III	Tagbilaran City Science HS
4	TIONGCO, GISELA LACEA	Teacher III	Manga NHS
5	INCOG, BEATRIZ EDIONG	Education Program Supervisor	Division Office
6	LACANG, ALBERTO ALINGASA	Education Program Supervisor	Division Office
7	DAG-UM, JEANETTE BANGA	Teacher I	Cogon HS EC
8	ACAIN, PUBLIO INGENTE	Teacher III	Tagbilaran City Science HS
9	POLO, FLORDYNEL AGUIPO	Teacher I	Tagbilaran City Science HS
10	MANTICA, DENISA TAOK	Master Teacher II	TCCES
11	VILLOREJO, SHARON JUMAMIL	Teacher III	TCCES
12	JIMENOS, HAIDE CALAMBA	Teacher III	Dao ES
13	REQUILLO, HIDILESA LEGITIMAS	Teacher III	Dao ES
14	BONDALO, MA. FE PINGAL	Teacher III	City East ES
15	OPADA, ZENEN ESOY	Teacher III	TCCES
16	JAWEL, FLORIEBEL BARING	Teacher I	ALS
17	MERCA, MA. DAISY LOU GEMENTIZA	Teacher I	Bool ES
18	PIS-AN, FLOREDITH SERCADO	Teacher I	San Isidro ES
19	SALVA, MA. YVONNE POCOY	Teacher I	Bool ES
20	AMPO, ROSITA SERENIO	Teacher I	Mansasa ES
21	SAB, RODILYN ALO	Teacher I	Taloto ES



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#	NAME	POSITION	STATION
1	VILLOREJO, MELANIE FERRAREN	Teacher I	DCPNHS
2	TUÑACAO, JAY KENETH GONZALES	Teacher I	DCPNHS
3	PANTO, ANGELES GUDIN	Teacher III	Dao ES
4	Mendez, Corazon E.	Teacher III	San Isidro ES
5	REGALADO, KIM LANZADERAS	Teacher III	Manga NHS
6	PONTE, ALONA BALIOG	Teacher III	Manga ES
7	ACAIN, KARLEEN MAE TEJANO	Teacher III	TCCES
8	SUNIT, ROSELLE MATA	Teacher III	Eastern Cogon ES
9	WONG, IRISH ARNEJO	Teacher III	Booy ES
10	LABESORES, JENNIFER PUTONG	Teacher III	Tiptip ES
11	FUERTES, PRIMITIVA BARRETE	Teacher III	Eastern Cogon ES
12	AGAD, TERESITA AGAD	Teacher III	Taloto ES
13	CLARO, MARY JOY GARCIA	Teacher I	Cogon ES
14	CORDOVA, CORAZON ABREGANA	Master Teacher I	TCCS - SPED Center

Personnel due for Step Increment - December 2021

#	NAME	POSITION	STATION
1	CATALONIA, JENIELYN GOLOSO	Teacher II	DCPNHS
2	SUPREMO, LOUIE TEJANO	Administrative Aide I	DCPNHS
3	PAÑA, RENATO VILLANUEVA	Teacher III	Manga NHS
4	PEROS, ROSSIELY ROMERO	Teacher II	Cogon High School - Evening Class
5	GELICAME, MYRLA REINA UNGAY	Teacher I	Cogon High School - Evening Class
6	BUTLIG, LUCIA SABIJON	Teacher I	Cogon High School - Evening Class
7	PALMA, LEIZL ARISOLA	Teacher II	Mansasa NHS
8	SAYON, MA. DIOSCORA HAPAY	School Principal I	San Isidro ES
9	PELIN, MARCELINO BUCIO	School Principal I	Ubujan ES
10	MANRIQUEZ, RUFINA PREGUNTA	Teacher III	Ubujan ES
11	CARTAGENAS, LIZA ABAYON	Teacher III	Bool ES
12	GALESA, MARIA CALAMBA	Teacher III	San Isidro ES
13	ALBULADORA, JEAN MEMBREVE	Teacher III	City East ES
14	MEMBREVE, CLEIN CEROY	Teacher III	Cogon ES
15	TORCULAS, ANICETA GEOLAGON	Teacher III	Manga ES
16	SARIGUMBA, VIRGINIA SALIGUMBA	Teacher III	Bool ES
17	PATOS, ANGELITA AYOS	Teacher III	City East ES
18	LABESORES, MARIA ZENaida DIGAUM	Teacher III	Manga ES



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#	NAME	POSITION	STATION
19	PATAC, ANGEN CASTRO	Teacher III	TCCES
20	MATU-OD, EMMALYNN MANSADANIS	Teacher III	Manga ES
21	CORBITA, ELISA PREGUNTA	Teacher III	Ubujan ES
22	ALAS, LAUREANO BILOY	Teacher III	TCCES
23	BRUÑIDOR, MA. MELISSA MATUOD	Teacher III	Manga ES
24	GUTIERREZ, MA. JASMIN SANTOS	Teacher III	Dampas ES
25	CAPUNO, MARISA GRACIOSA	Teacher III	Mansasa ES
26	GENOVIA, MARIA LYNN BAGATSOLON	Teacher III	Booy ES
27	BAGO, ALMA LEGASPI	Teacher III	Manga ES
28	NILUAG, PABLO DESCALLAR	Teacher III	Dao ES
29	JUBAC, ANDREA HAMOAY	Teacher III	TCCES
30	MANLIGUEZ, HIPOLITA JACULBA	Teacher III	Eastern Cogon ES
31	REFUGIO, NIÑA GLORIA, GOMEZ	Teacher II	Cogon High School - Evening Class
32	CAHILES, AGUSTIN TOSAQUE	Teacher III	DCPNHS
33	CANTAROS, MARY NONALEE GICA	Teacher II	DCPNHS
34	TABUNO, ALICE ANORE	Teacher III	Dao ES

- 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).
- 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.
- Wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/PERSONNEL/JPC/jro



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