



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

Office of the Schools Division  
Superintendent

March 7, 2022

DIVISION MEMORANDUM  
No. 070 , s. 2022

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
DUE FOR THE MONTHS OF JANUARY TO MARCH 2022**

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 January to March 2022 are requested to submit the necessary requirements for the process of their Step Increment not later than **March 31, 2022**:

**Personnel due for Step Increment - January 2022**

#	NAME	POSITION	STATION
1	TORRALBA, ESTER E.	Teacher III	DCPNHS
2	ALBELDA, JENN MA. VICTORIA M.	Teacher I	DCPNHS
3	TICONG, EMILY P.	Teacher I	DCPNHS
4	CORDUVA, JOHN PAUL D.	Teacher I	DCPNHS
5	PALMAERA, CECILIA O	Master Teacher I	Tagbilaran City Central ES
6	PONDOC, MARILOU A	Head Teacher III	City East ES
7	CAJES, MIRAFLOR C	Teacher III	Dao ES
8	AGAD, OLIVA C	Teacher III	Tiptip ES
9	ARAYATA, JACQUELYN O	Teacher III	Tagbilaran City Central ES
10	GOLOSINO, MARCIAL O	Teacher III	Tagbilaran City Central ES
11	CESAR, ENRIQUITA N	Teacher III	Tagbilaran City Central ES
12	SIMBIT, MARIA M	Teacher III	Booy South ES
13	HALLAZGO, REYCIA P	Teacher I	Cogon ES
14	REMERATA, ANA LOREINNE E	Teacher I	Booy South ES
15	PONDOC, RUBYLIN L	Teacher I	Manga ES
16	MISSION, MARK KLUSTER C	Special Science Teacher I	Manga NHS
17	TOSTON, RACHELLE V	Special Science Teacher I	Cogon HS EC
18	AUDITOR, ANA MAE A	Teacher II	Manga NHS
19	ALABA, FELJANE M	Teacher I	DCPNHS
20	RESPITO, AILYN K	Teacher I	Cogon HS EC
21	CALUYA, ABIGAIL C	Teacher I	Tagbilaran City Science HS
22	SARABIA, EDNA MAY LACOSTA	Teacher I	San Isidro HS



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol  
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



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

**Personnel due for Step Increment - February 2022**

#	NAME	POSITION	STATION
1	YENOGACIO, MARIA JEANETTE T.	Teacher III	DCPNHS
2	BALATERO, EMMA A	Teacher III	DCPNHS
3	BAG-AO, DARYL R	Teacher III	Booy South ES
4	BANTUGAN, AMY V	Teacher III	Cogon ES
5	INDOYON, LIZA C	Teacher III	Ubujan ES
6	SUAREZ, AMELITA B	Teacher III	Ubujan ES
7	CABUDBUD, GEMMA T	Teacher III	Dao ES
8	BOLDO, EMMANUEL D	Teacher III	Manga ES
9	SANCHEZ, CARMELITA A	Teacher III	City East ES

**Personnel due for Step Increment - March 2022**

#	NAME	POSITION	STATION
1	MANINANTAN, MARILYN A	Teacher III	DCPNHS
2	ALDERITE, ARLENE S	Teacher III	Dao ES
3	OPACO, NEIL JEFF H	Teacher III	Tagbilaran City Central ES
4	GENALO, GRACE L	Teacher III	Dao ES
5	BARBARONA, MARILYN C	Teacher III	Ubujan ES
6	INGLES, MARIGEM S	Teacher III	San Isidro ES
7	MAGDOZA, MA. GRACE P	Teacher I	Mansasa NHS
8	YANA, ZITA B	Teacher III	San Isidro HS
9	ALTURAS, FIDELA C	Teacher II	San Isidro HS

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

JIAL/CPC/PERSONNEL/JPC/jro



**Address:** Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol  
**Telephone Nos.:** (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph