



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

**Office of the Schools Division
Superintendent**

October 13, 2022

DIVISION MEMORANDUM
NO. 376, s. 2022

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
FOR THE MONTHS OF OCTOBER TO DECEMBER 2022**

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

1. The following teaching and non-teaching personnel who are qualified for Step Increment for the months of October to December 2022 shall submit the following requirements for the processing of their Step Increment not later than December 31, 2022:

NO.	NAME	STATION
1	PALOMARES, MARIANNE	CID, Division Office
2	DELIGENCIA, FELISA	Accounting, Division Office
3	CORNELL, DARYL JOY	ASDS, Division Office
4	MAQUILING, TOMAS JR.	Cogon Evening Class
5	MANGYAO, CRISTINA C.	DCPNHS
6	BONGOSIA, MA. KAREN	DCPNHS
7	SALCEDO, AIZA B.	DCPNHS
8	CLERIGO, RHINOH	DCPNHS
9	BELANO, DENNIS	DCPNHS
10	DOSPUEBLOS, MARLYN S.	Mansasa NHS
11	KARAAN, EUBERT A.	DCPNHS
12	BOTERO, RHEO R.	DCPNHS
13	CATACUTAN, JESSAH MAY	DCPNHS
14	CORREA, ELDIRBRANDO	Taloto Elementary School
15	ISRAEL, JENELOU JOHN	San Isidro HS
16	TUMANDA, VIOLETA R.	Cogon Elementary School
17	SIMOGAN, GLORIA	Tagbilaran City Science HS
18	BALILING, ROMEO P.	DCPNHS
19	ANO-OS, VANESSA MAE F.	DCPNHS
20	QUIJADA, ARMAND A.	DCPNHS
21	LABORTE, SHIRLEY A.	Dao Elementary School
22	BERMOY, EDEN	Dao Elementary School
23	ARCELLA, OLIVER G.	Booy Elementary School
24	VISTO, JENNIFER L.	Taloto Elementary School
25	MORGIA, JENNIFER L.	Cabawan Elementary School
26	DANIEL, MELCHOR JR.	DCPNHS
27	PUTONG, ALMA MAE C	DCPNHS
28	PIQUERO, ALMA G.	DCPNHS
29	QUIJADA, ARMAND A.	DCPNHS
30	ESCOBIA, CHRISTINE MAE M.	TCCES_SPED
31	MATUA, ASNAWI B.	TCCES
32	LAGUE, MARJORIE A.	San Isidro HS





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33	GALLO, CHRISTINE B.	Cabawan Elementary School
34	TECSON, RENE BEB	Cogon Elementary School
35	PARUJENOG, NORA R.	Booy Elementary School
36	TAMAYO, ROSALIE E.	Cabawan Elementary School
37	BONGATOR, SIENA P.	Tiptip Elementary School
38	MANATAD, GEMMA B.	Manga NHS
39	SAMUYA, CORAZON H.	Mansasa NHS
40	MONTON, JUANITA J.	Mansasa NHS
41	ANGOY, NILDA W.	DCPNHS
42	APARRE, HILANDO D.	DCPNHS
43	ECHAVEZ, CARMELO P.	DCPNHS
44	SONLIT, CARLYL E.	DCPNHS
45	AGUSTIN, ROSE SHARON P.	DCPNHS
46	POLO, JAY B.	Manga NHS
47	MALAYA, ROBERT B.	Mansasa NHS
48	ARCAYENA, EUTROPIA	Mansasa NHS
49	POTANE, ANALY O.	Mansasa NHS
50	ONTOG, LEOTIBRILLA B.	Bool Elementary School
51	LISONDRA, MA. ARLENE	TCCES-SPED
52	GALANG, LOIDA A.	Taloto Elementary School
53	RAMIREZ, CEBERINA P.	Taloto Elementary School

2. Please submit in a folder three (3) copies to **Mrs. Brendalou D. Arancana**, Human Resource Management Officer (Administrative Officer IV), to the Division Office, Personnel Section the following:
 - a. Letter of Intent
 - b. Approved Appointment
 - c. Plantilla
 - d. Latest Payslip
 - e. Service Record
3. Those who are qualified for Step Increment appointed in the years 2001, 2004, 2007, 2010, 2013, 2016, and 2019 but are not included in the above list shall also submit the same requirements. Should you have submitted the same, please disregard this Memorandum.
4. Wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent