



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

**Office of the Schools Division
 Superintendent**

February 1, 2023

DIVISION MEMORANDUM
 NO. 037, s. 2023

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTHS OF FEBRUARY 2023**

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 month of February 2023 shall submit the following requirements for the processing of their Step Increment not later than February 28, 2023:

NO.	NAME	STATION
1	Autentico, Rachel P.	Cogon ES
2	Bautista, Sarah D.	Cogon HS Evening Class
3	Palomares, Ma. Christine	Cogon HS Evening Class
4	Pastolero, Maria Vivina M.	Dampas ES
5	Sale, Lea E.	Tiptip ES
6	Labus, Jered Grace B.	DCPNHS
7	Castaño, Maurine C.	DCPNHS
8	Balon, Anecita B.	Taloto ES
9	Ranico, Ma. Camille Q.	DCPNHS
10	Butalid, Lanie O.	DCPNHS
11	Mangubat, Grace Marie C.	Manga NHS
12	Belocura, Richelle B.	San Isidro ES
13	Capricho, Lilia C.	Eastern Cogon ES
14	Glovasa, Imelda S.	SPED
15	Echalico, Frank P.	Manga NHS

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 2020, 2017, 2014, 2011, 2008, 2005, and 2002 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



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