



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

**Office of the Schools Division
Superintendent**

March 10, 2023

DIVISION MEMORANDUM
NO. 104, 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 March 2023 shall submit the following requirements for the processing of their Step Increment not later than March 31, 2023:

NO.	NAME	STATION
1	Autida, Gladys P	Cogon ES
2	Garcia, Eva Ruth R	TCCES
3	Jamodiong, Rovelyn G.	Cogon ES
4	Lambus, Venice Marie B.	Cogon ES
5	Maceren, Rosemarie S.	Manga NHS
6	Abapo, Lovely Grace S.	Booy South ES
7	Estaca, May Jean D.	DCPNHS
8	Ay-ad, Maria Rylin D	DCPNHS
9	Toso, Maricel M.	Dao ES
10	Solijon, Adelia A.	Dao ES
11	Jumarito, Ma. Jean Arcayena	DCPNHS
12	Quilario, Lolita C.	Manga NHS
13	Sisican, Jacqueline A.	DCPNHS
14	Segun, Melanee R.	DCPNHS
15	Dumadag, Arlene G.	DCPNHS
16	Paderog, Louela B,	DCPNHS
17	Buhion, Elmira J.	Cabawan ES
18	Abapo, Lovely Grace S	Booy South ES

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



Address: Dampas District, Tagbilaran City, Bohol

Telephone Nos. : (038)427 1702; (038)427 2506; (038)427 8177; (038)427 6718; (038)544 2147