



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

**Office of the Schools Division
Superintendent**

April 11, 2023

DIVISION MEMORANDUM
NO. 131, s. 2023

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
FOR THE MONTHS OF APRIL 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 April 30, 2023:

NO.	NAME	STATION
1	Alas, Jennifer C.	TCCES
2	Canda, Rosa De Lima E.	Cogon ES
3	Palac, Mernita G.	DCPNHS
4	Rollorata, Lord A.	Manga ES
5	Hora, Hilaria E.	DCPNHS
6	Baluran, Ma. Carmela V.	Dao ES
7	Culajao, Ma. Presciosa S	DCPNHS
8	Dahan, Sherryl C.	Manga NHS
9	Adlaon, Cresncia B.	Cogon ES
10	Sarip, Samsudin D.	DCPNHS
11	Sumatra, Crystal Hyacinth P.	Mansasa NHS
12	Torrejos, Dolly E.	DCPNHS
13	Hocino, Praxedes A.	DCPNHS
14	Quinal, Rosemarie A.	Cogon ES
15	Suficiencia, Angelina L.	San Isidro
16	Yecyec, Odessa C.	Ubujan ES
17	Ang, Rochie T.	Manga NHS
18	Abapo, Lovely Grace S	Booy South ES
19	Gumapac, Edison J.	Manga NHS
20	Adag, April Glec C.	San Isidro HS
21	Aranas, Phoebe C.	Mansasa 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.

WILFREDA D. BONGALOS, PhD CESO V
Schools Division Superintendent



Address: Dampas District, Tagbilaran City, Bohol

Telephone Nos. : (038) 477-1702 • (038) 477-2506 • (038) 477-8177 • (038) 477-6718 • (038) 544-2147