



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

**Office of the Schools Division
 Superintendent**

May 11, 2023

DIVISION MEMORANDUM
 NO. 170, 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

- The following teaching and non-teaching personnel who are qualified for Step Increment for the month of May 2023 shall submit the following requirements for the processing of their Step Increment not later than May 30, 2023:

NO.	NAME	STATION
1	Bellezas, Anna Mae C.	Cabawan ES
2	Dacullo, Ma. Leni M.	Cogon High School-Evening Class
3	Estodillo, Maria Jane E	Manga ES
4	Lagunoy, Evangeline J.	Cogon High School-Evening Class
5	Lodonia, Edsel A.	Cogon High School-Evening Class
6	Mende, Rachel B.	San Isidro NHS
7	Borja, Ma. Cecelia L.	DCPNHS
8	Echavez, Sarah Jane A.	DCPNHS
9	Garbo, Jennifer M.	DCPNHS
10	Gultia, Jonathamuel H.	DCPNHS
11	Logrosa, Gee M.	DCPNHS
12	Villagonzalo, Jepril Marie S.	DCPNHS
13	Digamon, Joan B.	DCPNHS
14	Gementiza, Maria Junabeth J.	DCPNHS
15	Revil, Marietta C.	Cogon ES
16	Salamanca, Michelle S.	Ubujan ES
17	Adarne, Josephine M.	Manga NHS
18	Bumotad, Delia A.	Booy South ES
19	Fronteras, Aljon S.	Manga NHS
20	LABesores, Autellea P.	Mansasa NHS

- 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:
 - Letter of Intent
 - Approved Appointment
 - Plantilla
 - Latest Payslip
 - Service Record
- 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.
- Wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS, PhD CESO V
 Schools Division Superintendent

