



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

**Office of the Schools Division  
Superintendent**

June 14, 2023

DIVISION MEMORANDUM

NO. 221, s. 2023

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
FOR THE MONTHS OF JUNE 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 June 2023 shall submit the following requirements for the processing of their Step Increment not later than June 30, 2023:

NO.	NAME	STATION
1.	Agad, Oliva C.	Tiptip ES
2.	Barimbao, Maricei O.	Manga NHS
3	Degoma, Maria Corazon O.	Cogon ES
4	Rosales, Perpetua M.	Eastern Cogon ES
5	Udtojan, Marissa N.	Manga NHS
6	Alabe, Pablita R.	Cogon ES
7	Baiiling, Irish C.	DCPNHS
8	Fudalan, Ma. Claire M.	DCPNHS
9	Simpao, Concepcion C.	Ubujan ES
10	Redillas, Julie Ann Kristie A.	Manga NHS
11	Samoranos, Claesa O.	Booy ES
12	Tare, Ma. Cristina T.	Cogon ES
13	Estares, Jenelyn R.	DCPNHS
14	Bacolot, Marjorie B.	DCPNHS
15	Fudalan, Maria Irene V	Eastern Cogon ES
16	Ceno, Claudine S.	TCCES
17	Lao, Joan T.	Cogon ES
18	Lumayog, Lorna B.	San Isidro NHS
19	Salamanca, Michel S.	DCPNHS
20	Lumayog, Lorna B.	San Isidro NHS
21	Bulilawa, Maru Rosette Y.	Senior HS
22	Sague, Maricei B.	Cabawan ES
23	Napiere, Warlita A.	San Isidro NHS
24	Jumang-it, Hannah Lee M.	DCPNHS
25	Laroda, Maria Teresa T.	DCPNHS
26	Renegado, Dominga C.	Ubujan ES
27	Savior, Mary Ann F.	SPED
28	Bancat, Mindacita D	DCPNHS
29	Olalo, David Ian R.	DCPNHS





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NO.	NAME	STATION
30	Sotomayor, Ma. Chona R.	San Isidro ES
31	Relamida, Jan Delbert R.	Manga NHS
32	Juni, Aurelia A.	City East ES
33	Peña, Jenevieve A.	Cogon ES
34	Ceño, Claudine	TCCES

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.

*for the SDS:*

**WILFREDA D. BONGALOS, PhD CESO V**  
Schools Division Superintendent

  
**FILOMENA C. TANGGAAN**  
SEPS - HRD