



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

**Office of the Schools Division
Superintendent**

July 11, 2023

DIVISION MEMORANDUM
NO. 278, s. 2023

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
FOR THE MONTHS OF JULY 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 July 2023 shall submit the following requirements for the processing of their Step Increment not later than July 31, 2023:

NO.	NAME	STATION
1.	Datoy, Rufino Jr. L.	DCPNHS
2.	Real, Rochelle Margeret C.	Mansasa NHS
3	Aparece, Tertuliana R.	Booy South ES
4	Araco, Jacob R.	Manga NHS
5	Bitang, Mary Jean O.	DCPNHS
6	Quilantang, Rommel M.	DCPNHS
7	Wong, Pamela E.	Manga NHS
8	Hadji Amer, Johanisa M.	TCCES
9	Baldo, Maximille F	DCPNHS
10	Carbon, Judith V.	Cabawan ES
11	Hlmalaloan, Josephine D.	TCSHS
12	Rebleza, Joy C.	DCPNHS
13	Reformina, Fritzie B.	Manga ES
14	Tiongco, Estela Vianney J.	Dampas ES
15	Tenajeros, Carl Jay	DCPNHS
16	Anore. Annabel T.	DPNHS
17	Patac, Mildred B.	City East ES
18	Alleo, Anielyn C.	DCPNHS
19	Ochavillo, Lindy S.	DCPNHS
20	Anore, Lorelei G.	Dampas ES
21	Dela Pena, Mirasol B.	DCPNHS
22	Villamor, Ruben S.	Cogon Evening HS
23	Penaranda, Frances D.	Booy ES
24	Ale, Jaycel D.	DCPNHS
25	Wong, Billy S.	Manga NHS
26	Inte, Marian Frangie O.	DCPNHS
27	Baliling, Anita R.	Manga ES





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NO.	NAME	STATION
30	Gales, Jonathan B.	DCPNHS
31	Cercado, Delia M.	DCPNHS
32	Perocho, Maria Eloisa Abigail B.	TCCESA

2. Please submit in a folder three (3) copies to **Mrs. Brendalou D. Arancana**,
3. 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
4. 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.
5. Wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS, PhD CESO V
Schools Division Superintendent