



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

**Office of the Schools Division
Superintendent**

August 14, 2023

DIVISION MEMORANDUM
NO. 347, s. 2023

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

NO.	NAME	STATION
1.	Ancog, Juvy Mae B.	Tiptip ES
2.	Legaspi, Rusela M.	Manga ES
3	Sendrijas, Marina M.	San Isidro HS
4	Toh, Ramonita A.	Cogon ES
5	Balili, Felipa D.	TCCES
6	Bien, AnjINETTE	Tagb. City Science HS
7	Boron, Nanette Jane G.	DCPNHS
8	Darato, Alberto O.	Mansasa NHS
9	Escaboza, Florame S.	San Isidro ES
10	Cacho, Charity Lee O.	City East ES
11	Villalongja, Leonor P.	Bool ES

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

