



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

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 NO. 791, s. 2023

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

NO.	NAME	STATION
1.	Castil, Maria Donabel C	Cogon HS Evening Class
2.	Lecias, Cherry B.	DCPNHS
3	Riss, Maria Teresa A.	Cogon HS Evening Class
4	Carpentero, Edna E.	Mansasa NHS
5	Abucay, Carmencita P.	TCSHS
6	Pizaña, Jeanette M.	San Isidro NHS
7	Gemina, Angelica T.	DCPNHS
8	Bagol, Lucille R.	DCPNHS
9	Buctuan, Heremias D.	Cogon ES
10	Sempron, Basilides M.	Dao ES
11	Lagura, John Ariel	DO
12	Wenceslao, Pepito A.	Manga NHS
13	Mansueto, Evelyn S.	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



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