



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

**Office of the Schools Division
 Superintendent**

October 6, 2023

DIVISION MEMORANDUM

NO. 45, s. 2023

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

NO.	NAME	STATION
1.	Castaño, Dougeford D.	TCCES
2.	Gone, Editha G.	Bool ES
3	Ingking, Lolita Q.	DCPNHS
4	Bondalo, Ma. Fe P.	City East ES
5	Galolo, Rosalina T.	TCCES
6	Lumuthang, Evangelina C.	TCCES
7	Romero, Vida N.	SGOD
8	Dolotina, Eve Melynith M.	TCCES
9	Daligidigan, Marites S.	Ubujan ES
10	Ceniza, Enriqueta M.	TCCES
11	Dagondon, Presentacion F.	ALS
12	Arabaca, Raquel M.	Cogon ES
13	Balazuela, Agricula L.	Dao ES
14	Galan, Maricel A.	OSDS
15	Mar, Marecyl D.	Eastern Cogon ES
16	Sumampong, Retchel T.	Ubujan ES
17	Lasta , FJ Charlene C.	Manga NHS
18	Alvarez, Geolita B.	DCPNHS
19	Mosquera, Lizarette C.	Dampas ES
20	Saraspe, Lucille V.	TCSHS
21	Baluca, Brian	TCCES
22	Ganade, Gellie May L.	City East ES
23	Villar, Ellen Marie I.	TCSHS



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
 Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
 (038)427-6718; (038)544-2147
 Email Address: tagbilarancity.division@deped.gov.ph



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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.


WILFREDA D. BONGALOS, PhD CESO V
Schools Division Superintendent