



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

**Office of the Schools Division
 Superintendent**

November 7, 2023

DIVISION MEMORANDUM
 NO. 507, s. 2023

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTH OF NOVEMBER 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 November 2023 shall submit the following requirements for the processing of their Step Increment not later than November 30, 2023.

NO.	NAME	STATION
1.	Ciruela, Aireen T.	Manga ES
2.	Lopernes, Aileen Q.	TCCES
3.	Redula, Wilma V.	Manga ES
4.	Visarra, Estela A.	Dampas ES
5.	Wong, Irish A.	Booy ES
6.	Dalapo, Anna Marie M.	TCCES
7.	Ontog, Leotibrilla B.	Bool ES
8.	Somontan, Grace L.	Bool ES
9.	Manzanilla, Imelda K.	Dampas ES
10.	Lumayag, Jovelyn B.	Manga NHS
11.	Lafuente, Juanita C.	City East ES
12.	Rios, Grace A.	Dao ES
13.	Budiongan, Eva Marie F.	DCPNHS
14.	Maceren, Paul Jude C.	DCPNHS
15.	Mencede, Maria Luisa D.	Cogon ES
16.	Rosal, Brian C.	DCPNHS
17.	Aceron, Karren Gale B.	Cogon ES
18.	Anaviso, Pricila N.	DCPNHS
19.	Auxtero, Ma Teresa G.	DCPNHS

- 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



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph