



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

**Office of the Schools Division  
 Superintendent**

December 4, 2023

DIVISION MEMORANDUM  
 NO. 564, s. 2023

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

NO.	NAME	STATION
1.	Amonsot, Zenaida M.	Bool ES
2.	Balon, Romeo John B.	Booy ES
3.	Cabodbod, Vivian C.	Manga ES
4.	Gonzales, Voltaire I.	DCPNHS
5.	Pungay, Analie J.	Manga ES
6.	Tayag, Analie J.	Manga ES
7.	Tupos, Virgilio Jr.	TCCES
8.	Moreno, Josephine A.	Cogon ES
9.	Gumonit, Melonie B.	ALS
10.	Dela Torre, Pilar S.	Cogon HS
11.	Dispo, Marcela C.	City East ES
12.	Gamboa, Rodolfo O	DCPNHS
13.	Nano, Jonathan M.	DCPNHS
14.	Saligumba, Lee A.	DCPNHS
15.	Campos, Raizah Mariz F	Manga NHS
16.	Tabiliran, Angusthia K.	TCCES
17.	Impas, Ma. Bella G.	Eastern Cogon ES
18.	Dagami, Janora C.	TCCES
19.	Tanggan, Filomena C.	DO
20.	Failar, Maria Linda T.	San Isidro NHS
21.	Acedo,, Josephine P	Mansasa ES
22.	Gumban, Josephine B.	TCCES
23.	Taguisa, Bernardito T.	DO
24.	Sajulga, Celerina P.	Booy South ES

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




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 tagbilarancity.division@deped.gov.ph



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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



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