



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

**Office of the Schools Division
 Superintendent**

January 11, 2024

DIVISION MEMORANDUM
 NO. 027, s. 2024

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTH OF JANUARY 2024**

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 January 2024 shall submit the following requirements for the processing of their Step increment not later than January 30, 2024.

NO.	NAME	STATION
1.	Ordidor, Ma. Cecilia C.	City East ES
2.	Milar, Aquilino Jr. T.	DO
3	Cutin, Richard D.	DCPNHS
4	Ingles, Ma. Corazon S.	Dao ES
5	Geagonia, Elisa B.	DO
6	Basman, Leah M.	Manga NHS
7	Canda, Justino M.	Cogon NHS
8	Quijada, Armand A.	DCPNHS
9	Ybañez, Arlene P.	Dampas ES
10	Oñez, Cherry Fe B	DCPNHS
11	Josain, Victoria S.	Dao ES
12	Agunod, Bernadette N.	Mansasa NHS
13	Suacillo, GArbet M.	Cogon NHS
14	Babiano, Maria Maximina L.	DO
15	Pumatong, Ruel I.	TCSHS
16	Cacho, Sarah Jean T.	Cogon ES
17	Orot, Nimpha E.	Tiptip ES
18	Canda, Roselle C.	Dao ES
19	Asas, Laura J.	DCPNHS
20	Gibalay, Catalina Sylvia	Manga NHS
21	Gutang, Anna Marie J.	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

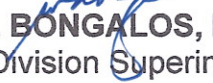


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3. Those who are qualified for Step Increment appointed in the years 2021, 2018, 2015, 2012, 2009, 2006, and 2003 but are not included in the above list shall also submit the same requirements. Should you have submitted the same, please disregard this Memorandum.
4. Wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS, PhD CESO V
Schools Division Superintendent



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