



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

Office of the Schools Division
Superintendent

March 6, 2024

DIVISION MEMORANDUM
NO. 148, s. 2024

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

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 February 2024 shall submit the following requirements for the processing of their Step Increment as soon as possible.

NO.	NAME	STATION
1.	Acedo, Darlene Josefina P.	DCPNHS
2.	Agustines, Mary Grace P.	San Isidro NHS
3	Bendrijo, Marilou C.	D.O.
4	Dango, Charlita L.	Dao ES
5	Deligero, Emmylou C.	DCPNHS- SHS
6	Gementiza, Karen G.	Cogon Hs
7	Honculada, Eugenia G.	TCCES
8	Tejano, Margarita L.	D.O
9	Telmo, Marjorie S.	Manga ES
10	Uy, Racquel G.	Manga NHS
11	Miculob, Roy I.	Mansasa NHS
12	Pasilbas, Joermelyne P.	D.O.
13	Barrete, Joseph C.	D.O.
14	Peña, Jenevieve A.	Cogon ES
15	Epe, Felipe D.	Eastern Cogon ES
16	Aparre, Ocelia E.	Eastern Cogon 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
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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