



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

**Office of the Schools Division  
 Superintendent**

March 8, 2024

DIVISION MEMORANDUM  
 NO. 165, s. 2024

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
 FOR THE MONTH OF MARCH 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 March 2024 shall submit the following requirements for the processing of their Step Increment on or before March 31, 2024.

NO.	NAME	STATION
1.	Baguio, Muya Q.	DCPNHS-SHS
2.	Cangas, Pablita E.	San Isidro ES
3	Carreon, Cielito B.	TCCES
4	Gallantes, Concepcin I.	TCCES
5	Gamil, Clementina A.	Booy South ES
6	Obod, Jeralyn C.	TCCES
7	Ocno, Arlyn L.	DCPNHS
8	Sayon, Annamae M.	DCPNHS-SHS
9	Sinda, Charlane A.	DCPNHS
10	Tubal, Concepcin A.	DO
11	Baliguan, Hazel May E.	City East ES
12	Membrillos , Josha D.	Tiptip ES
13	Cosain, Norhana M.	Taloto ES
14	Escatron, Lemita C.	DCPNHS SHS
15	Patac, Catherine G.	Cogon ES
16	Tayag, Josefina	TCCES
17	Tibod, Alberto Jr. L.	Mansasa NHS
18	GO, Lynlee Mario M.	TCCES
19	Espuelas, Jocelyn L.	Eastern Cogon ES
20	Pilayre, Micehhe L.	DCPNHS
21	Pulot, Irene P.	DCPNHS
22	Boloron, Ritchel G.	DCPNHS-SHS
23	Discaya, Joy B.	Manga NHS
24	Legaspi, Therese Jansen M.	TCCES
25	Madera, Charmae Jane S.	Manga NHS
26	Coritico, Anna Stifane	Mansasa NHS
27	Cajilog, Aly Marie L.	Dao ES
28	Malig-on, Karen M.	Mansasa NHS
29	Buslon, Ribisita M.	SPED
30	Ruedas, Kaitlin Chely T.	DCPNHS-SHS
31	Balijon, Aileen L.	TCCES
32	Bendanillo, Anabel M.	Manga NHS
33	Duron, Geraldine C.	DCPNHS-SHS
34	Perges, Mary Lotis R.	DCPNHS-SHS
35	Quilario, Julius O.	Manga NHS



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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 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