



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

**Office of the Schools Division
 Superintendent**

April 11, 2024

DIVISION MEMORANDUM
 NO. 283, s. 2024

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTH OF APRIL 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 April 2024 shall submit the following requirements for the processing of their Step Increment on or before April 30, 2024.

NO.	NAME	STATION
1.	Cagas, Esther L.	DO
2.	Pergamino, Annabelle M.	Ubujan ES
3	Dahan, Daffodil E.	Cogon ES
4	Jamero, Jenisa B.	DCPNHS
5	Fortich Mari a Sandra S.	DCPNHS
6	Rosal, Jose Arnel D.	TCSHS
7	Zafico, Mafelyn E.	DCPNHS
8	Balistoy, Rosalma T.	Dampas ES
9	Racho, Maria Eden L.	Cogon ES
10	Inting, Annielyn G.	Cogon ES
11	Batingal, Evenne M.	TCSHS
12	Mortejo, Melanie Michelle M.	Ubujan ES
13	Asoy, Danielle Friany G.	TCSHS
14	Correa, Flordeliza Z.	Cabawan ES
15	Tadena, Macrechen U.	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 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.
- Wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS, PhD CESO V
 Schools Division Superintendent



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