



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

**Office of the Schools Division  
Superintendent**

May 16, 2024

DIVISION MEMORANDUM  
NO. 351, s. 2024

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

NO.	NAME	STATION
1.	Datoy, Florafel C.	Mansasa NHS
2.	Fullante, Marivic M.	Mansasa ES
3	Lupot, Jonas C.	TCSHS
4	Julapong, Christine Joy M.	TCSHS
5	Agot, Maeshell S.	Dampas 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