



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

**Office of the Schools Division
 Superintendent**

June 27, 2024

DIVISION MEMORANDUM
 NO. 448, s. 2024

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

NO.	NAME	STATION
1.	Kibir, Miraflor B.	City East ES
2.	Lumactud, Patrice Angeli KC A.	Mansasa NHS
3	Piquero, Teresita R.	DCPNHS
4	Tulid, Jesus I.	ALS
5	Gravino, Alianagin Marie R.	DCPNHS
6	Bulasa, Mary Lou B.	DCPNHS
7	Cordenillo, Cindy D.	Dampas ES
8	Balatero, Fallene Geminise S.	DCPNHS
9	Inting, Jeycelle E.	DCPNHS
10	Macalisang, Ma. Apryl L.	Ubujan ES
11	Celis, Maria Estela A.	DCPNHS
12	Policianos, Glicer Michael D.	DCPNHS
13	Galanida, Jenny C.	DCPNHS
14	Tabigue, Leopy B.	DCPNHS
15	Libradilla, Vilma S.	Dao ES
16	Castro, Robert S.	DCPNHS
17	Felisilda, Josephine B.	Mansasa ES
18	Dispo, Leslie Marie L.	TCCS-SPED
19	Magallanes, Amelia S.	TCCS-SPED
20	Rios, Buena Fe A.	Tiptip ES
21	Coderos, Puriza E.	Ubujan ES
22	Tupos, Clarisa Fe	TCCES

- 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



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph