



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

Office of the Schools Division
Superintendent

15 June, 2024

DIVISION MEMORANDUM
NO. 466, s. 2024

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

NO.	NAME	STATION
1.	Otero, James Ramon D.	Mansasa NHS
2.	Cutin, Jocelyn P.	D.O
3.	Olivar, Golda May L.	SPED
4.	Rallos, Marife C.	D.O.
5.	Sagaral, Michelle T.	D.O.
6.	Carnecer, Claire A.	DCPNHS-SHS
7.	Paquibot, Agnes M.	Eastern Cogon ES
8.	Dumagan, Carmelita I.	DCPNHS
9.	Salisid, Maxima I.	Mansasa NHS
10.	Botero, Ralph R.	Manga NHS
11.	Abucejo, Antonio L.	DCPNHS-SHS
12.	Amistoso, Aimee T.	D.O.
13.	Acabo, Emily L.	D.O
14.	Mancha, Junicel T.	D.O.
15.	Mariñas, Jose III C.	D.O.
16.	Sobrepeña, Elaine B.	TCSHS
17.	Bastes, Reinaria T.	Tiptip ES
18.	Olaivar, Rosene D.	D.O.
19.	Ortega, Esmeralda S.	Mansasa NHS
20.	Alturas, Rosaly C.	San Isidro NHS
21.	Campiceño, Alice R.	TCCES
22.	Ciño, Jarom A.	TCSHS
23.	Estose, Farrah A.	Mansasa ES
24.	Reyes, Prisco III B.	DCPNHS
25.	Bacus, Maria Elena P.	Cogon NHS
26.	Tambis, Rosalie A.	D.O.
27.	Salutan, Raflyn H.	DCPNHS

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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