



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

**Office of the Schools Division  
 Superintendent**

August 9, 2024

DIVISION MEMORANDUM  
 NO. 525, s. 2024

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

NO.	NAME	STATION
1.	Calzado, Roxanne A.	TCCES
2.	Daniel, Melchizedek A.	City East ES
3.	Gabato, Zenona C.	DCPNHS
4.	Golosino, Florenda G.	TCCES
5.	Jaluag, Janete P.	Bool ES
6.	Miculob, Vanesa S.	Mansasa NHS
7.	Montesco, Rose Francis B.	San Isidro ES
8.	Pungay, Carmelita E.	DCPNHS
9.	Utom, Maria Lina N.	Mansasa NHS
10.	Dacula, Jerome P.	DCPNHS-SHS
11.	Mahumas, Sylvia J.	Cabawan ES
12.	Imbalsado, Riossana L.	Taloto ES
13.	Tugap, Angelie R.	San Isidro NHS
14.	Euseña, Annalou S.	Tiptip ES
15.	Daculos, Alma Elsa L.	Dampas ES
16.	Toring, Ville Rose A.	Dampas ES
17.	Caspe, Mira Lou	DCPNHS
18.	Hatterscheid, Junette E.	DCPNHS
19.	Narisma, Ermabeth O.	Bool Es
20.	Pahang, Evelyn H.	DCPNHS
21.	Remorosa, Ma. Estela L.	Dampas ES
22.	Cabarles, Pablita R.	Manga NHS
23.	Agad, Alejandra P.	Dampas ES
24.	Curacha, Reina Lou L.	Dampas ES
25.	Jumawid, Myra C.	TCCES
26.	Aguaviva, Nenita T.	Manga ES
27.	Aparre, Hilario Jr. D.	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



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



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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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