



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

**Office of the Schools Division
 Superintendent**

October 10, 2024

DIVISION MEMORANDUM
 NO. 700, s. 2024

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

NO.	NAME	STATION
1.	Fernandez, Zenith B.	DCPNHS
2.	Requillo, Hidilesa L.	Dao ES
3	Tiongco, Gisela L.	Manga NHS
4	Wahing, Jobellette T.	DCNHS
6	Dag-um, Jeanette B.	Cogon NHS
8	Mantica, Denisa T.	TCCES
9	Opada, Zenen E.	TCCES
10	Bellamia, Joanna E.	SPED
11	Migriño, Divina B.	TCSHS
12	Son, Jean B.	ALS
13	Autida, Jasmin A.	COGON ES
14	Belecina, Jerry B.	CABAWAN ES
15	Saraña, Mary Grace S.	BOOL ES
16	Incog, Beatriz E.	D.O
17	Jawel, Floriebel B.	ALS
18	Lacang, Alberto A.	D.O
20	Monesit, Judith S.	TCSHS
21	Macadini, Mary Grace C.	COGON ES
22	Labuga, Maria Raisas	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



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