



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

**Office of the Schools Division
 Superintendent**

January 15, 2024

DIVISION MEMORANDUM
 NO. 037, s. 2025

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTH OF JANUARY 2025**

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 December 2024 shall submit the following requirements for the processing of their Step Increment on or before December 29, 2024.

NO.	NAME	STATION
1.	Cañedo, Ronilo B.	DCPNHS-Senior HS
2.	Timbal, May Junadelle G.	Mansasa NHS
3.	Idanan, Marisa M.	San Isidro Es
4.	Lungay, Jingle L.	San Isidro ES
5.	Sab, Rodilyn A.	Taloto ES
6.	Madula, Mary Grace D.	TCCES
7.	Mendoza, Juliet I.	Ubujan ES
8.	Regalado, Ana Lou S.	D.O.
9.	Rios, Christine Faith A.	Taloto Es
10.	Cajes, Miraflor C.	Dao Es
11.	Golosino, Marcial O.	TCCES
12.	Palmaera, Cecilia O.	TCCES
13.	Pondoc, Marilou A.	City East Es
14.	Ticong, Emily P.	DCPNHS
15.	Mission, Mark Kluster C.	Manga NHs
16.	Auditor, Ana Mae A.	Manga NHS
17.	Zachary, Marjorie L.	City East ES
18.	Respito, Ailyn K.	Cogon HS Evening Class
19.	Galesa, Maria C.	San Isidro Es
20.	Bitol, Niña Waustin Joy L.	Putong SHS
21.	Arayata, jacqueliyn O.	TCCES
22.	Simbit, Maria Madena C.	Booy South Es
23.	Torralba, Ester E.	DCPNHS
24.	Saturinas, Cristelyn P.	Ubujan ES
25.	Albelda, Jenn Ma. Victoria M.	DCPNHS
26.	Bago, Alma L.	Manga ES

- 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



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