



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

**Office of the Schools Division  
 Superintendent**

February 6, 2025

DIVISION MEMORANDUM  
 NO. 080, s. 2025

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
 FOR THE MONTH OF FEBRUARY 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 February 2025 shall submit the following requirements for the processing of their Step Increment on or before February 28, 2025.

NO.	NAME	STATION
1.	Dinorog, Junalyn A.	DCPNHS
2.	Fullido, Glenda D.	DCPNHS
3.	Yenogacio, Maria Jeanette T.	DCPNHS
4.	Renoblas, Elian Rose C.	San Isidro HS (Tagbilaran)
5.	Remolador, Lorna S.	City East ES
6.	Bandija, Bilki Jane O.	DCPNHS
7.	Dagondon, Mary Ann G.	ALS
8.	Indoyon, Liza C.	Ubuja ES
9.	Sanchez, Carmelita A.	City East ES
10.	Bag-ao, Daryl R.	Booy South ES
11.	Bantugan, Amy V.	Cogon ES
12.	Cierigo, Marydei M.	San Isidro HS (Tagbilaran)
13.	Dagamac, Adeline Carmen C.	DO
14.	Lague, Bernadette O.	Manga NHS
15.	Tandura, Sandra S.	DCPNHS-Senior HS
16.	Abarquez, Riza L.	DCPNHS-Senior HS
17.	Belotindos, Marielou T.	TCCES
18.	Balatero, Emma A.	DCPNHS
19.	Pizarra, Rowena L.	DO
20.	Tumanda, Rhodelia B.	DO
21.	Geolagon, Rezalyn B.	DCPNHS
22.	Jumamil, Regina B.	Eastern Cogon ES
23.	Cesar, Enriquita N.	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 2022, 2019, 2016, 2013, 2010, 2007, and 2004 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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