



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

**Office of the Schools Division
 Superintendent**

March 20, 2025

DIVISION MEMORANDUM
 NO. 183, s. 2025

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTH OF MARCH 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 March 2025 shall submit the following requirements for the processing of their Step Increment on or before March 31, 2025.

NO.	NAME	STATION
1.	Duquilla, Joan G.	Eastern Cogon ES
2.	Alaan, Maria Katrina P.	DCPNHS
3.	Caralos, Maricel C.	Tiptip ES
4.	Collarin, Renalyn M.	DCPNHS
5.	Diola, Earl Jose O.	Dampas ES
6.	Belderol, Jasmine P.	TCSHS
7.	Ido, Rise Ann P.	SPED
8.	Relator, Jeremias L.	TCCES
9.	Daguplo, Divina E.	Booy ES
10.	Cornell, Vilea N.	DCPNHS
11.	Ingles, Marigem S.	San Isidro ES
12.	Membreve, Sir James C.	City East ES
13.	Alderite, Arlene S.	Dao ES
14.	Barbarona, Marilyn C.	Ubujan ES
15.	Maninantan, Marilym A.	DCPNHS
16.	Opaco, Neil Jeff H.	TCCES
17.	Yana, Zita B.	San Isidro NHS
18.	Madrona, Deborah C.	Cogon ES
19.	Maonio, Jean Claire B.	Mansasa NHs
20.	Cabulao, Lord Louiel O.	Mansasa NHS
21.	Campeciño, Celia T.	Manga ES
22.	Genalo, Grace L.	Dao ES
23.	Agosto, Jennifer D.	Eastern Cogon ES
24.	Serrano, Germeria B.	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 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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