



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

**Office of the Schools Division  
 Superintendent**

May 2, 2025

DIVISION MEMORANDUM  
 NO. 462, s. 2025

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
 FOR THE MONTHS OF JULY 2025**

TO : Division Office Personnel  
 Heads, Public Elementary and Secondary Schools  
 All Others Concerned

1. The following teaching and non-teaching personnel who are qualified for Step Increment for the months of July 2025 shall submit the following requirements for the processing of their Step Increment on or before July 31, 2025.

NO.	NAME		STATION
1.	AMPARADO	NANETH	DCPNHS
2.	BALDAPAN	JANE AUBREY	DCPNHS
3	BENOLIRAO	BELEN	TCCES
4	BIWANG	JULIET	DCPNHS
5	BONIEL	VICTOR	ALS
6	CHAVEZ	MARIA HELEN	DCPNHS
7	CLAVITE	GINA	BOOY SOUTH ES
8	DAPAR	ROWENA	DCPNHS-SENIOR HS
9	FUERTES	PRIMITIVA	EASTERN COGON ES
10	GALAN	IAN-JHEL	MANSASA NHS
11	LIMPO	IMEE	DCPNHS
12	TENAJEROS	MA ROSANDEE	MANGA ES

2. 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:
  - a. Letter of Intent
  - b. Approved Appointment
  - c. Plantilla
  - d. Latest Payslip
  - e. Service Record
3. 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.
4. Wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS, PhD CESO V**  
 Schools Division Superintendent

