



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

**Office of the Schools Division
 Superintendent**

August 4, 2025

DIVISION MEMORANDUM
 NO. 501, s. 2025

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTHS OF AUGUST 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 August 2025 shall submit the following requirements for the processing of their Step Increment on or before August 30, 2025.

NO.	NAME		STATION
1	ACOSTA	MARIVIC	Cogon NHS
2	ANGOY	NILDA	DCPNHS
3	APALISOK	RENOIR	Cogon NHS
4	APARRE	HILANDO	DCPNHS
5	BALATERO	DINNES	DCPNHS
6	BELECINA	LIZA	DCPNHS
7	BESINGA	MARJORIE	TCCES
8	BUSTAMANTE	WILMA	Taloto ES
9	CARCALLAS	MA. LOVELLA	DCPNHS SHS
10	CARCASONA	JEANYFER	San Isidro NHS
11	CATACUTAN	DIONESA	Mansasa NHS
12	CESPON	NEREZZA	Cogon Es
13	CUADRA	SARAH JANE	DCPNHS
14	CUAJAO	BEVERLY JOY	Cogon NHs
15	DAIGAN	CRISLIN JOY	TCSHS
16	DANO	FHELMIE	Dao ES
17	DUMAS	CELESTE	DCPNHS
18	ECHAVIA	MARIA GORETTI	SPED
19	ESCABARTE	CARY	DCPNHS
20	ESTRELLA	JOANNA MARIE	TCSHS
21	GALANG	LOIDA	Taloto Es
22	GAMAYOT	LEAH MARIE	DCPNHS
23	GONE	RAYMOND	Manga NHS
24	GUILLEN	JOAN	DCPNHS
25	HORMIGUERA	FAUSTINO REY	TCSHS
26	INGLES	FATIMA MELODY	Manga NHS
27	IÑIGO	MYLIN	Manga Es
28	INTIA	JOANALLI	DO
29	ISAGA	BABE CELENA	DCPNHS



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30	LAPAY	ALMIRA	DCPNHS
31	LODRIPAS	JASMIN	DCPNHS
32	MACABANGKIT	FAIDAH	DCPNHS
33	MANDIN	WILSON II	DCPNHS
34	MARAGUINOT	PEARLY	TCCCES
35	MICULOB	JANET	DCPNHS
36	OGUIS	ANTONETTE	Cogon NHS
37	PAMISA	VILMA	DCPNHS
38	PASCUAL	ANGELI FAITH	DO
39	PEÑARANDA	FRANCES	Booy ES
40	PONCE	IAN PAUL	TCSHS
41	RAMIREZ	CELERINA	Taloto ES
42	REFUGIO	NINA GLORIA	Cogon NHS
43	RIM	MA. ANTONETTE	TCSHS
44	SALVA	MA. YVONNE	Booy Es
45	SARABIA	SCHWYN	DCPNHS-SHS
46	SENDRIJAS	NILO	Taloto NHS
47	TAGARO	LUZMINDA	DCPNHS
48	TAYAG	FRANK JOSEPH	Cogon NHS
49	TINAMPAY	GAIL ANN	DCPNHS
50	TIONGCO	MAE ANN	Mansasa NHS
51	TORRES	ESTER	DCPNHS
52	TORREVILLAS	MARIE GRACE	DCPNHS
53	VEGA	JEREMY	DCPNHS
54	VILLOREJO	MELANIE	DCPNHS
55	WILSON	MARICHELL	Cogon NHS

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