



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

**Office of the Schools Division
 Superintendent**

September 8, 2025

DIVISION MEMORANDUM
 NO. 622, s. 2025

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

NO.	NAME		STATION
1	Abucay	Romelle	TCSHS
2	Acero	Charith	TCCS-SPED
3	Agustin	Rose Sharon	Booy ES
4	Ampo	Rosita	Mansasa ES
5	Bag-ao	Anna Faith	DCPNHS-SHS
6	Baguhin	Jeanette	DCPNHS-SHS
7	Bentulan	Pontious	Cogon HS
8	Bolofer	Ma. Christina	Cogon HS
9	Cagulada	Atolla	Mansasa
10	Campeciño	Rechel	DCPNHS-SHS
11	Castaño	Felix Jr	DCPNHS
12	Celocia	Lariza	TCCES
13	Dalogdog	Sheila	Mansasa ES
14	Divinagracia	MARcelina	Booy ES
15	Dugang	Ma. Antonette	D.O
16	Echavez	Carmelo	DCPNHS
17	Ediong	Nenita	TCCES
18	Felices	Araceli	Ubujan ES
19	Gabod	Gay	Mansasa
20	Galanida	Cristina	City East ES
21	Galendez	Camille Joy	TCSHS
22	Gallo	Mary Beth	DCPNHS
23	Gallo	Christine	Cabawan ES
24	Gantalao	Marjorie	TCSHS
25	Lahoy	Janice	DCPNHS
26	Logroño	Thia Nilca	Taloto ES
27	Madrio	Marlene	Manga ES
28	Manatad	Aileen	Cogon ES



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29	Manatad	Gemma	Manga HS
30	Mangana	Jhema Faith	Manga HS
31	Mclaughlin	Janine	DCPNHS
32	Merca	Ma. Daisy Lou	Bool ES
33	Miao	Elsieditha	TCCES
34	Parujenog	Nora	Booy South ES
35	Pascual	Felicidad	San Isidro HS
36	Polo	Jay	Manga ES
37	Sarita	Melinda	TCSHS
38	Selma	Julieta	Cogon HS
39	Subrastas	Rhea	TCSHS
40	Sumaylo	Jenia	Tiptip ES
41	Sunit	Roselle	Eastern Cogon ES
42	Tamayo	Rosalie	Cabawan ES
43	Tecson	Rene Beb	Cogon Es
44	Tenajeros	Ricky	Mansasa 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

