



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

**Office of the Schools Division  
 Superintendent**

December 26, 2025

DIVISION MEMORANDUM  
 NO. 922, s. 2025

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
 FOR THE MONTH OF December 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 December 2025 shall submit the following requirements for the processing of their Step Increment on or before January 5, 2026.

NO.	NAME		STATION
1	Barrera	Zita	TCC-SPED/H.I.
2	Collyer	Cherry Michelle	D.O
3	Viodor	Jonna	Manga ES
4	Mangubat	Grace Marie	Manga NHS
5	Rios	Slmon	D.O
6	Quilantang	Rommel	DCPNHS
7	Belleno	Bonifacia	TCCES
8	Malaya	Robert	Mansasa NHS
9	Potane	Analy	Mansasa NHS
10	Amba	Elline Inmaculada	TCCES
11	Curambao	Laarni Rose	City East ES
12	Baliling	Romeo	DCPNHS
13	Daniel	Melchor	DCPNHS-SHS
14	Galvez	Anamie	TCSHS

- 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



H. Zamora St., Dampas, Tagbilaran City, Bohol  
 (038)427-1702; (038)427-2506  
 tagbilarancity.division@deped.gov.ph