



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

**Office of the Schools Division
 Superintendent**

May 4, 2026

DIVISION MEMORANDUM
 NO. 313, s. 2026

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT
 FOR THE MONTH OF MAY 2026**

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 MaY 2026 shall submit the following requirements for the processing of their Step Increment on or before May 31, 2026.

NO.	NAME	STATION
1.	BELLEZAS, ANNA MAEC.	Cabawan ES
2.	DACULLO, MA, LENI M.	Ubujan HS
3	ESTODILLO, MARIA JANE E	Manga ES
4	LAGUNOY, EVANGELINE J	Cogon
5	MASALTA, IZIEL L.	DCPNHS
6	TORREJOS, FE T.	DCPNHS
7	CAHUCOM, MICHELLE C.	Mansasa NHS
8	GARBO, JENNIFER M.	DCPNHS
9	ADARNE, JOSEPHINE M.	Dampas ES
10	GRAVINO, ALIANAGIN MARIE R.	DCPNHS
11	GALOS, ANALYN R.	DCPNHS
12	DIGAMON, JOAN B.	DCPNHS
13	GEMENTIZA, MARIA JUNABETH J.	DCPNHS
14	LABESORES, ARTELLEA P.	MAnsasa HS

- 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 2023, 2020, 2017, 2014, 2011, 2008, and 2005 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

