



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

**Office of the Schools Division  
 Superintendent**

June 10, 2026

DIVISION MEMORANDUM  
 NO. 422, s. 2026

**SUBMISSION OF REQUIREMENTS FOR STEP INCREMENT  
 FOR THE MONTH OF JUNE 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 June 2026 shall submit the following requirements for the processing of their Step Increment on or before June 30, 2026.

NO.	NAME	STATION
1.	AGAD, OLIVA C	Tiptip ES
2.	BAGOLOR-GAROTE, FIEL ANGELIE	TCSHS
3	BACOLOT, MARJORIE B.	DCPNHS
4	BALISTOY, JENELYN E.	DCPNHS
5	BALUMA, JOVE ANN D.	DCPNHS
6	BANCAT, MINDACITA D.	DCPNHS
7	CUBERO, KNIKA ROS M.	MANGA NHS
8	DEGOMA, MARIA CORAZON O.	COGON ES
9	FUDALAN, MARIA IRENE V.	EASTERN COGON ES
10	JUMANG-IT, HANNAH LEE M.	DCPNHS
11	JUNI, AURELIA A.	City East ES
12	LARODA, MARIA TERESA T.	DCPNHS-SHS
13	POLO, FLORYNEL A.	TCSHS
14	RENEGADO, DOMINGA C.	Ubujan ES
16	ROMUGA, DIALENE S.	City of Tagbilaran NHS
17	ROSALES, PERPETUA M.	Eastern Cogon ES
18	SALAMANCA, MICHEL S.	DCPNHS
19	TARE, MA. CRISTINA T.	Cogon ES
20	TEVES, MARY GRACE S.	DCPNHS
21	UDTOHAN, MARISSA N.	MANGA NHS
22	YBAÑEZ, KRISAM.	DCPNHS
23	FUDALAN, GAY-FE U.	DCPNHS

- 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

