



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

15 Feb 2023

DIVISION MEMORANDUM
OSDS No. **018**, s. 2023

**SUBMISSION OF REQUIRED DOCUMENTS FOR SALARY DIFFERENTIAL OF
PERSONNEL INTEGRATED IN THE PAYROLL ON FEBRUARY 2023**

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Please be informed that the Salary Step Increment and/or Promotion of the following personnel have already been integrated in the payroll effective **February 2023**.

No.	NAME	JAN	FEB
1	BELLE G. DEALA	13/2	13/3
2	MARIELE IVY O. CAGAS	12/1	12/2
3	MARK RYAN S. DIOQUINO	13/1	13/2
4	MELANIE A. GAPANG	13/2	13/3
5	RIA P. GILAPAY	12/1	13/1
6	VIVIAN S. SALIDO	13/1	13/2
7	EMILIE C. ABUTAL	11/3	11/4
8	FE G. PITO	12/1	12/2
9	JOCELYN M. POSTANES	12/2	13/1
10	NOEMI P. FORNOLLES	11/6	11/7
11	SULAYMAN L. MAMA	11/5	11/6
12	ANGEL BERT B. DAYADAY	11/3	12/1
13	ANNABEL C. FLAMIANO	11/3	11/4
14	CECILLE N. SOLIDARIOS	13/1	14/1
15	MARICRIS S. EA	11/3	12/1
16	ROSALYN L. TUNGGAY	11/1	11/2
17	ROSIE F. DE EYOY	19/6	19/7
18	ALYSSA H. BISNAR	12/2	13/1
19	ANNIE B. FOTOTANA	14/1	14/2
20	ARLENE A. PERLA	13/1	13/2
21	ELNA A. LABORDO	13/3	13/4
22	EUFRESINA A. JUANITEZ	18/5	18/6
23	JANYL M. RENON	12/1	12/2
24	JINNY J. BINAS	18/1	18/2

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25	LYN C. BABAGONIO	12/1	12/2
26	MARICEL M. CASTILLO	13/1	13/2
27	MARY RUTH A. ESTRADA	13/1	13/2
28	PAUNDA G. NANDANG	12/1	12/2
29	RANDY F. LAPASARAN	19/1	19/2
30	ERNESTO F. WANAN	12/1	12/2
31	JAMES REGIS T. ABOY	13/1	13/2
32	JELLY A. ESTARES	12/2	13/1
33	JODEL RHY M. LABORDO	12/1	12/2
34	LORENA C. HESOLER	11/3	12/1
35	MARY JOY T. BALDON	11/5	12/1
36	MONIQUE J. HUERTAS	11/2	14/1
37	IAN G. NABIONG	11/1	11/2
38	GRACE C. SALCEDO	11/3	11/4
39	NONITA C. HUSADA	18/4	18/5
40	CYNIE G. CUARESMA	13/1	13/2
41	DAISY SANDY V. TANIZA	11/3	13/1
42	EURELAINE E. ALBURO	11/5	12/1
43	MARICHU S. DE LA CRUZ	13/3	13/4
44	SHEILA MAE A. RAVENA	11/4	11/5
45	FANNY H. SIDON	11/4	12/1
46	GINALYN N. ALINGASA	13/1	13/2
47	LUCCEL S. COMPENDIO	11/5	11/6
48	MAY FLOR B. PABLEO	11/6	11/7
49	MELODINA C. PROVIDO	11/6	11/7
50	AGNES L. MACANTAL	11/3	11/4
51	ANGELA M. CARDAMA	11/1	11/2
52	EDITH M. MALIFICIADO	11/4	11/5
53	ELMERI C. CABOTE	11/3	11/4
54	JESSIE JANE Z. NOSOTROS	11/1	11/2
55	JOHN M. LACO	11/6	11/7
56	JOSIE O. ENDRIGA	13/1	13/2
57	JUDY ANN F. JEREZA	11/1	11/2
58	MARIAN G. BARSOBIA	18/4	18/5
59	MARYBETH F. BUQUIA	13/2	14/1
60	NERIE G. NACARIO	11/4	11/5
61	NORIE ANGELA L. ULANDAY	11/1	11/2
62	RANNIE L. CABANA	19/2	19/3
63	RENEE M. CASTILLO	11/5	11/6
64	ROSA C. DEVOLGADO	13/1	13/2

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65	VONNIE C. BALONES	13/1	13/2
66	BABETTE L. SALVALOSA	11/5	11/6
67	CHERRY AMOR B. DIONIO	13/1	13/2
68	DANE LYNDELLE LOVE I. VALDEZ	11/1	11/2
69	GLADYS JOY G. GELLA	11/1	11/2
70	LILY T. LABADIA	13/4	13/5
71	MARIE JANE C. ORTIZO	14/3	14/4
72	NICE C. ORTIZO	13/1	13/2
73	IVY JOY B. CASPILLO	11/1	11/2
74	MA TERESA B. FENIS	18/4	18/5
75	MELFA B. NARTE	12/2	13/1
76	NOE O. CERADO	19/1	19/2
77	IAN CEASAR B. SIPE	12/1	13/1
78	ALMA Q. BATALLADOR	13/2	13/3
79	CONRADO V. ANDRES	12/1	13/1
80	FLORA BETH P. PLASABAS	12/2	12/3
81	GRETCHEN C. BAJADOR	11/1	11/2
82	ISMAEL B. ALAMADA	12/1	12/2
83	JUSTINY T. TAGUSI	11/1	11/2
84	MARGIE S. DERILON	12/7	12/8
85	MICHAEL P. DHOK	11/2	12/1
86	MYLET H. TANTING	11/1	11/2
87	SHWART T. MALAN	11/2	12/1
88	AILYN G. VALDEZ	12/2	13/1
89	EDWIN R. CABRIDO	11/3	12/1
90	FRANCISCA P. DILAG	11/5	11/6
91	LIEZL B. ELUMBRE	11/6	11/7
92	OLIVIA T. SUMALDE	11/5	11/6
93	CARMELA S. WOK	11/1	11/2
94	CECILE F. BERDAN	11/6	12/1
95	EMELIA S. LINGHON	11/3	11/4
96	HANNY GRACE B. LADUBLAN	11/3	12/1
97	LORELIE T. PADRONES	20/1	20/2
98	MARILOU A. RAGUINDIN	12/2	13/1
99	MARY ANN I. FAILANO	13/2	13/3
100	MARY ANN T. GAJE	11/2	12/1
101	AILEEN V. BAGAFORO	13/1	13/2
102	ANA LIZA O. VAAAY	12/2	13/1
103	ARCHILLI B. ALANES	11/1	11/2
104	CARLOTA L. SUAREZ	11/4	11/5

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105	ELSIE D. POBLADOR	13/3	13/4
106	KEZIAH S. BALISTA	12/1	13/1
107	MAE M. PONCARDAS	11/3	11/4
108	PRINCESS ASLYN C. SARTE	12/1	12/2
109	ROSEMARIE A. KINJIYO	11/5	11/6
110	KENNY ANN GRACE C. BATIANCILA	11/3	11/4
111	LEIZL R. LUCENO	11/3	12/1
112	MONNALINE B. PARONG	11/2	12/1
113	ROSALYN V. BATALUNA	11/1	11/2
114	WINCY D. FORTALEZA	11/2	12/1
115	MA TERESA S. HALLEGADO	19/1	19/2
116	LUNA V. FALCIS	9/2	11/1
117	MARY ROSE C. SUYAT	11/2	11/3
118	JEANREL N. SILVINO	14/1	14/2
119	EDA V. BURAO	12/3	13/1
120	FEBIE P. SORONGON	11/3	12/1
121	ARCELLE JOIE M. TARDO	9/2	9/3
122	MA AMELFA F. PATRICIO	8/5	8/6
123	GLENN L. VALDERAMA	13/1	13/2
124	HIEN T. AMBAS	13/1	13/2
125	IRISH PEARL L. ESPULGAR	11/1	11/2
126	MARISSA P. FELOSOPO	13/1	13/2
127	APRIL MAE P. BITAYO	12/1	12/2
128	DIONIE M. LAGSUB	11/7	12/1
129	GENESIS D. CASIDSID	11/2	11/3
130	EUGENE D. FRENAL	11/2	11/3
131	MAYLENE B. JAVIER	11/1	11/2
132	ARTHUR C. NONO	11/5	12/1
133	ANGELO O. FACUNLA	15/1	16/1
134	MIEGEL T. BANTACULO	13/1	13/2
135	PRELYN M. TABADA	12/2	13/1
136	RHEA MAE B. TEDIONG	11/2	12/1
137	JEANELYN B. PASTOLERO	13/3	13/4
138	FLORANTE L. LACHICA	19/3	19/4
139	LIEZEL P. PORRAS	11/1	11/2
140	RAMIL C. HIFARVA	11/4	11/5
141	ANDREW M. COBILO	11/3	12/1
142	ARIEL L. BA ANG	12/1	12/2
143	ARTHUR JOHN A. ALBESA	11/2	12/1
144	BEMBOY M. GASCO	11/1	11/2

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145	BENJO G. MANGAY AYAM	12/1	12/2	
146	BRIGGS T. BERDEJO	11/2	12/1	
147	CHERLIAN JOY S. CARINO	12/1	12/2	
148	CHERRYVILLE T. CALIXTON	11/1	12/1	
149	DARYL L. TA ACA	11/2	12/1	
150	EDSON O. BELASA	11/1	12/1	
151	EMILIANO P. CENTINA JR	13/2	13/3	
152	EREC L. SURIGA	8/1	11/1	
153	ERNIE A. TIANCHON	12/1	12/2	
154	GAYLE RUSS C. CABRISTANTE	12/1	12/2	
155	GERARDO N. BAGORIO JR	11/3	12/1	
156	IVEE B. TABLAZON	11/2	12/1	
157	JEANY C. ANZA	11/1	11/2	
158	JENNY C. BILLONID	11/3	12/1	
159	JULIVER S. VILLENA	11/2	12/1	
160	LENIE A. LIMOD	11/1	11/2	
161	LINDIE LOU L. PATANO	12/1	12/2	
162	MAE FLOR A. PATAC	12/1	12/2	
163	MAGEALONA G. TAN	12/1	12/2	
164	MARIVIC E. QUEQUE	11/3	12/1	
165	ROMEO C. TORREJOS	11/1	11/2	
166	ROSELYN C. BENITEZ	12/1	12/2	
167	SHARON JOY C. ESLIT	8/1	11/1	
168	STEPHANE P. PACHES	11/1	12/1	
169	DENNIS D. ARANA	14/1	14/2	
170	LOWELLIE S. COMILANG	11/1	11/2	
171	RENANTE C. BATAS	14/1	14/2	
X X X X	X X X X	X X X X	X X X X	X X X X

2. Anent this, all personnel concerned are directed to process their documents for differential.

3. To claim the Salary differential, personnel concerned are directed to submit the following documents to the District Administrative & Financial Services, observing the indicated timelines:

DOCUMENTS	TIMELINES
1. Payslips/Payroll one (1) month before integration	Submit to School/ District Administrative & Financial Services (OSDS Satellite Office)
2. Payslips/Payroll during integration and/or	
3. Payslips/Payroll three (3) months	

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before the effectivity of skipped step increment. 4. Payslips/ Payroll from the year of the effectivity of the step (any month) in cases of delayed integration.	on or before March 3, 2023
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Example (Integrated to Payroll)

Month Integrated to Payroll	Month of Payslips/Payroll to be submitted
February, 2023	January and February 2023

Example (Skipped Step Increment)

Skipped Step increment effective	Payslips/Payroll to be submitted
August 04, 2018	May, June, July 2018

Example (delayed integration for the current year)

Date of Step/ Promotion	Month of Integration	Payslips/payroll to be submitted
June 3, 2019	July 2021	One (1) payslip/payroll year 2019 and 2020 (any month) June & July 2021
September 5, 2020	July 2021	One (1) payslip/payroll year 2020 (any month) June & July 2021

4. Those who have already submitted and processed their documents for differential need not to resubmit anymore and are advised to wait for the payment of their differential.

5. The District Administrative and Financial Services - Administrative Officers shall evaluate the documentary requirements prepared by Administrative Clerks.

6. The Administrative Clerks shall submit the evaluated documentary requirements to the Schools Division Office on or before **March 8, 2023**.

7. For Secondary Schools with non-teaching Plantilla personnel, the school-designated Personnel In-Charge shall be responsible for the consolidation of

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documentary requirements, preparation of payroll, and submission of documents to the Schools Division Office.

8. The release of the benefits of teachers depends on the date of submission.
9. Immediate dissemination of this Memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS REQUIREMENTS

SJDR/DM- submission of required documents for salary differential of personnel
integrated in the payroll on February 2023
0000/February 15, 2023

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