



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

16 Mar 2023

DIVISION MEMORANDUM
OSDS No. **028**, s. 2023

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

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
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 **March 2023**.

NO.	NAME	FEB	MAR
1	CRISTINA U. SINOY	13/2	13/3
2	EMELYN M. CASTANARES	11/3	11/4
3	MA CELNOR E. CARPIZO	13/2	13/3
4	RANDOLPH D. SINOY	12/1	12/2
5	SALVACION E. ROSAL	13/2	13/3
6	SHARON M. CONSTANTINO	12/1	13/1
7	ALCONDE G. TORREJOS	20/1	22/1
8	ARLENE D. ANTANG	11/7	11/8
9	BEVERLY R. PAGULONG	18/2	18/3
10	CHERRY ANN E. PILI	12/3	12/4
11	ERMIE T. LARUYA	11/3	11/4
12	GEMMA C. CASTILLON	19/2	19/3
13	HANNA N. ORTIGOSA	11/6	11/7
14	JOMELYN C. LANZAGARITA	11/6	11/7
15	LILIBETH I. CABEL	11/7	11/8
16	ROSALINDA C. MORENO	18/3	18/4
17	VICENTA C. PALUA	19/3	19/4
18	ALMA M. PERALES	18/3	18/4
19	ARNOLD A. YAGO	15/5	15/6
20	MARY GRACE B. ACHA	19/3	19/4
21	MARILOU B. MALLARI	18/1	18/2

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



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22	MARIO G. DIAZ JR	19/2	19/3
23	SARAH A. SANGRADOR	11/4	11/5
24	ABE JOY REIDA P. DEOCAMPO	11/3	12/1
25	BANIZA ELLEN T. LOLO	11/3	11/4
26	EDEN T. BINAS	13/3	13/4
27	EVELYN A. DIACUNA	13/1	13/2
28	IRISH H. FIRMALINO	11/5	11/6
29	YOLENIA S. HARE	19/3	19/4
30	JOHN REY I. MAN	12/1	12/2
31	CARMELO L. GAYOSA	13/4	13/5
32	RYAN L. MORALES	19/2	19/3
33	ROSALINDA S. SERUE	11/2	11/3
34	CELIA MAC I. GALINDEZ	11/6	11/7
35	ELVIE C. SARTO	12/3	12/4
36	EUFROCINA L. GONZALES	19/5	19/6
37	NAROMBAY B. USMAN	11/5	11/6
38	NORODIN S. BANTAS	11/3	11/4
39	GRACE L. JOSOL	11/7	11/8
40	LUNIESETA Q. FLORES	11/6	11/7
41	LUWIE JOHN B. ABUEZA	11/3	11/4
42	MARILOU T. CORPUS	13/6	13/7
43	ARLENE V. AGUILAR	11/6	11/7
44	MECHELLE D. JANGCAN	12/1	12/2
45	SUZETTE I. DE JESUS	11/6	11/7
46	JELLY L. MAGTULIS	11/1	11/2
47	JENNIFER B. DELA PENA	11/4	11/5
48	REGINE M. CABRA	11/3	11/4
49	RICHARD S. CELO	19/2	19/3
50	ANA MARIE C. MONDEJAR	11/3	11/4
51	CHRISTINA B. NOGRALES	18/2	18/3
52	IVY C. HERNANDEZ	12/2	12/3
53	JEANETTE E. JUSGUAN	13/2	13/3
54	LILANIE L. DOMIDER	19/2	19/3
55	MANILYN M. MORALES	11/3	12/1
56	VIRGINIA T. DIZON	18/2	18/3
57	CERILA C. LABORDO	12/6	12/8
58	EDDIE C. DEMETILLO	19/2	19/3

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59	EVANGELINE C. EDING	13/4	13/5
60	MARY ANN G. VENIEGAS	18/5	18/6
61	NENITA J. DANDAL	18/4	18/5
62	ROSARIO D. LUBATON	12/4	12/5
63	VIRGINIA E. FAINA	12/4	12/5
64	ELNER B. PALOMO	12/2	12/3
65	RICHARD A. TRAVILLA	19/2	19/3
66	VERONICA M. TUVILLARA	13/4	13/5
67	ANA MARIA D. RENDON	19/2	19/3
68	ARLENE C. MACAPAGAL	19/2	19/3
69	ARNOLD A. AMOYAN	12/4	12/5
70	EILYN F. TRAVILLA	13/2	13/3
71	HAZEL MAE B. CAMARINAS	11/1	11/2
72	JEANETTE T. CALUYA	13/2	13/3
73	ROWENA L. LEYSIS	1/7	1/8
74	ARMIE A. ITIL	13/2	13/3
75	CHERYL A. WAYAS	11/5	11/6
76	DALIA R. ANDATUAN	18/3	18/4
77	DARLENE F. MORANO	13/4	13/5
78	FLORIBETH Z. NEPOMUCENO	13/2	13/3
79	GLADYS JOY G. PARSACALA	13/1	13/2
80	HELEN D. BATERSAL	11/7	11/8
81	AGNES V. CAUTIVAR	19/2	19/3
82	JETRIN L. ULGASAN	12/2	12/3
83	JIMTER V. MATILDO	11/3	11/4
84	LORELYN S. FABULARE	19/2	19/3
85	REYNITA T. MARCELINO	22/2	22/3
86	ARNEL Q. LACONSE	9/2	11/1
87	CHERRY C. PESCASIOSA	9/1	9/2
88	PHELA MARIE D. MUANA	11/1	11/2
89	BABYLU T. PABILONA	11/2	11/3
90	ARNEL E. GABUAT	21/1	21/2
91	ARLENE M. TUPAS	13/2	13/3
92	DENDEN A. ANDANG	11/2	11/3
93	DINO U. DALICAN	11/3	11/4
94	LEONISA M. PARCON	19/1	19/2
95	NESTOR A. RAGUINDIN	19/2	19/3

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96	RUBY B. ANDRES	18/2	18/3
97	RODERICK A. CAYUBIN	19/2	19/3
98	MARY GRACE F. MACAWILE	13/2	13/3
99	ALDO A. DELA CRUZ	12/1	13/1
100	DORIS F. DAGOC	11/5	11/6
101	EDGAR C. MAGONCIA	18/4	18/5
102	ERIC B. BEJEMINO	12/2	12/3
103	JENNY H. LIBO ON	13/3	13/4
104	CARLO P. ORCAJADA	11/1	11/2
105	LEYNETTE B. GUEVARRA	13/2	13/3
106	IGY CLINT J. ANTIPADO	12/1	12/2
107	LEONIDA M. GARCIA	18/3	18/4
108	ROMMEL R. ALAPTO	11/2	11/3
109	ANALYN M. DONO	11/1	12/1
110	ANJELLI S. SALILI	11/1	12/1
111	ARGIE B. SAJONIA	12/1	12/2
112	CHRISTINE SHYRELL R. MANANSALA	11/2	12/1
113	DAVESON B. EREBAREN	11/2	11/3
114	ERHARDIE PRIEL B. TEJERO	11/2	12/1
115	FAITH L. CORPUZ	11/1	12/1
116	GERALDYN R. DOMINGO	11/1	11/2
117	HONEYLYN JOY S. IBACARRA	11/2	12/1
118	LALAIN G. TAGAMOLILA	11/1	11/2
119	LOVELLA N. FLORES	11/3	12/1
120	RENE JEAN C. ESPINA	12/1	12/2
121	RUBY JANE J. ALCALA	11/1	11/2
122	HELEN GRACE A. SALAMANCA	11/1	11/2
123	RICKY B. ALBA	8/1	11/1
124	FLORAVEL L. CABE	11/1	11/2
125	CYRENE GRACE M. MORANTE	11/1	11/2
126	CHARMIE ROSE P. LILAGAN	11/1	11/2
127	JOHN MARK S. ANTONIO	11/2	11/3
128	CHARLES G. DAKINGKING	11/2	11/3

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

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3. To claim the Salary differential, personnel concerned are directed to submit the following documents to the District and School based Administrative Officers, observing the indicated timelines:

DOCUMENTS	TIMELINES
1. Payslip/Payroll one (1) month before integration 2. Payslip/Payroll during integration and/or 3. Payslip/Payroll three (3) months before the effectivity of skipped step increment. 4. Payslip/ Payroll from the year of the effectivity of the step (any month) in cases of delayed integration.	Submit to District/ School based Administrative Officers on or before April 10, 2023

Integrated to Payroll

Month Integrated to Payroll	Month of Payslip/Payroll to be submitted
March, 2023	February and March 2023

With Skipped Step Increment

Skipped Step increment effective	Payslips/Payroll to be submitted
August 04, 2018	May, June, July 2018 Any month from 2019, 2020, 2021, 2022 and February and March 2023

Delayed integration

Date of Step/ Promotion	Month of Integration	Payslip/ payroll to be submitted
June 3, 2019	March 2023	Any month from 2019, 2020, 2021, 2022 and February and March 2023

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4. District and School based Administrative Officers shall prepare the following:
 - a. NOSI or NOSA;
 - b. Photocopy of the CSC attested appointment;
 - c. Assignment Order (hired from 2015-2017) and Assumption to Duty (hired from 2018 to present) for Teacher I;
 - d. Service Record; and
 - e. Payroll/Payslip
5. The District and School based Administrative Officers shall submit the evaluated documentary requirements to the Schools Division Office on or before **April 12, 2023**.
6. The release of the benefits of teachers depends on the date of submission.
7. 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/March 16, 2023

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