



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

04 May 2023

DIVISION MEMORANDUM
OSDS No. **042** s. 2023

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

NO	ST CODE	NAME	MAR	APR
1	001	CHERYLL C. SUSTIGUER	13/1	13/2
2	001	EMELYN M. CASTANARES	11/4	12/1
3	001	JOSEPH IAN N. VINSON	13/1	13/2
4	001	JOSEPHINE A. RIZALDO	13/1	13/2
5	001	LILIBETH M. AHON	13/1	13/2
6	008	LINDA S. ASTROLOGO	8/2	11/1
7	014	JANSHIE H. AGUIRRE	12/1	12/2
8	014	JENELIE H. PACHECO	12/1	12/2
9	014	RACHMA T. BANTAS	12/1	12/2
10	014	SHIELA MAE G. DAROY	9/2	11/1
11	018	ANISE C. GAMBOA	13/1	13/2
12	018	ANNIE JOY C. FLORO	13/1	13/2
13	018	ANNIE VEE T. ANAVA	13/1	13/2
14	018	CHARINA C. LAUD	13/1	13/2
15	018	CINDY F. MANUA	8/2	11/1
16	018	CIRILA RHEA B. FUNA	12/1	12/2
17	018	DEN MARK B. FLORO	12/1	12/2
18	018	FE E. SILVA	13/2	13/3
19	018	JENNYRUTH A. ANDRAJE	13/1	13/2
20	018	LEONILA H. SUGANOB	13/1	13/2
21	018	MA LIZA G. TENECIO	13/1	13/2

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NO	ST CODE	NAME	MAR	APR
22	018	MELINDA M. ARCILLA	13/2	13/3
23	018	MYLEN D. LAUD	12/1	12/2
24	018	NOLLY M. MANGCOT	13/1	13/2
25	018	RIZA JEAN C. CABRERA	13/1	13/2
26	018	SHERL EVE J. ALAGAO	9/1	11/1
27	018	VENUS P. SIPE	12/1	12/2
28	019	ANALYN D. TUHITUM	13/1	13/2
29	019	CHRISTIE T. LUNGGO	12/1	12/3
30	019	DOREEN D. ABAGAT	8/2	11/1
31	019	EDEN A. MORENO	13/2	13/3
32	019	EMMA CONCEPCION L. BLONTO	13/1	13/2
33	019	JEANIE D. FLORES	11/3	11/4
34	019	LODO D. DULAY	13/3	13/4
35	019	MARIA CECILIA M. ESCORIDO	12/1	12/2
36	019	NELIA G. EMBOLTORIO	19/4	19/5
37	019	RUNIZA B. ASUMBRA	11/4	11/5
38	019	SHIRLEY L. CABAUBAO	19/4	19/5
39	023	LILIAN S. LABOR	13/1	13/3
40	023	TERESITA H. SESPENE	13/3	13/4
41	023	VIRGIE S. SALES	9/3	11/1
42	024	ALTA GAY Y. BUDIONGAN	8/2	11/1
43	024	GEDAN B. CAPANGYARIHAN	9/2	11/1
44	024	MARY GRACE F. SAYSON	12/2	12/3
45	024	RUBEN T. ILAGAN JR	11/1	11/2
46	025	LIEZEL S. JORDAN	9/1	11/1
47	029	HAIDE S. LENANTUD	12/3	12/4
48	029	LANY R. BUENDIA	13/2	13/3
49	029	MERILYN C. ANIBAN	19/2	19/3
50	030	BENJIE M. TEJADA	13/2	13/3
51	031	MA LYDIA F. SUMUGAT	9/3	11/1
52	031	MICHELLE E. ROQUE	8/2	11/1
53	032	LYNLEY G. ARDENIO	9/2	11/1
54	033	ALDRIN D. BACALING	8/2	11/1
55	033	JANICE P. LINGGAY	11/1	11/2
56	033	JESSIE V. BOCAOCO	11/1	11/2
57	033	PERLA C. OGDAMIN	11/1	11/2

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58	033	SYNAPE B. TUAZON	11/1	11/2
59	037	KRIZZA LIE J. GESTOSANI	9/1	11/1
60	037	LONY L. AUSAN	11/4	11/5
61	037	MA ELENA C. MAJADUCON	9/1	11/1
62	038	LOUELLAJEANNESTIFANY L. NAGAC	8/2	11/1
63	039	CLAIRE JOY S. SALUTAN	11/1	11/2
64	039	FLORDELIZA R. OXIMAS	12/1	12/2
65	039	GENELYN S. PASCUAL	12/1	12/2
66	039	JUDITH P. MAGPON	11/1	11/2
67	039	LEILANIE S. JITOTOWANI	9/2	11/1
68	039	LENNIE F. MORGA	12/1	12/2
69	039	MA JACINTA G. TOLENTINO	19/2	19/3
70	039	MARY ANN C. FERNANDEZ	12/1	12/2
71	039	PEARLY G. BAGO	11/1	11/2
72	091	JOHN ARNEL B. SUSCANO	22/1	22/2
73	091	MILA A. DE LEON	22/1	22/2
74	091	PABLO L. EULATIC JR	22/1	22/2
75	091	SALLY A. JABIDO	22/1	22/2
76	095	CHERRY C. PESCASIOSA	9/2	11/1
77	095	EDA JANE B. SOLOMON	9/1	11/1
78	095	GISELLE D. QUIROS	6/1	11/1
79	095	JANICE A. FAELANGCA	8/1	11/1
80	095	JHOANNE A. SALVADOR	9/2	11/1
81	095	KHAZIM B. SANDIGAN	6/1	11/1
82	095	MA CHRISTINE C. GALO	8/1	11/1
83	095	MAE JANE C. MANTAWIL	9/1	11/1
84	095	MELODEE GRACE V. PRIO	9/1	11/1
85	095	MISHELLE B. CERBO	8/2	11/1
86	095	MONIRON T. SAMBUTUAN	9/2	11/1
87	095	QUENNIE ROSE E. TAN	9/1	11/1
88	095	REGINE L. VINGNO	9/1	11/1
89	095	RHEA MAE F. SANTIAGO	6/1	11/1
90	095	RICHELLE O. VEGAFRIA	8/2	11/1
91	508	ARCELLE JOIE M. TARDO	9/3	11/1
92	515	JANE S. MISAJON	18/4	18/5
93	515	JOVY J. FRUSA	18/4	18/5

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NO	ST CODE	NAME	MAR	APR
94	517	DEXTER IAN L. MALONES	9/1	11/1
95	517	MARIA THERESA M. TULALI	13/2	13/3
96	518	ALVIN T. BERMUNDO	8/5	11/1
97	521	MARY JOY B. TRABADO	9/1	11/1
98	532	MA MAY A. MENDOZA	8/2	11/1
99	535	ALIAH GILLE P. PACIFICO	8/1	11/1
100	535	ALMA G. UGAN	11/1	11/2
101	535	CARLINA C. MONTANCES II	8/1	11/1
102	535	CHARINA P. SUYOD	8/1	11/1
103	535	CHERRY ANN N. ALO	8/3	11/1
104	535	CHERRY MAE M. ARNAIZ	8/1	11/1
105	535	FERLYN JOY T. MANGILAY	11/1	11/2
106	535	GIPER B. OGAYCO	8/1	11/1
107	535	JASMIN BELLE R. BORJA	8/1	11/1
108	535	KRISTENE FAITH A. TOLOSA	8/1	11/1
109	535	LEAH D. DEANO	8/3	11/1
110	535	LEAH M. RECIDORO	8/1	11/1
111	535	LUZVIMINDA S. OMADLE	8/1	11/1
112	535	MARY ANNE KERRY F. JUNSAY	8/1	11/1
113	535	MAY ANTONIETTE C. MABAGOS	8/2	8/3
114	535	MERILYN D. EBORDE	19/2	19/3
115	535	NUR ALI K. AMPATUAN	8/1	11/1
116	535	OSCAR P. MUCHO JR	8/3	11/1
117	535	REMELIN JESSICA S. RIVERA	8/1	15/1
118	535	WYNA O. CALAQUE	8/1	11/1
119	538	FREMALYN F. GUNSI	12/2	12/3
120	538	MARICAR B. FRIALES	12/2	12/3
121	593	DIONILIZA R. DEGAYO	12/2	12/3
XX				

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 and School-based Administrative Officers, observing these timelines.

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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 May 8, 2023

Integrated to Payroll

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

4. District and School-based Administrative Officers shall prepare the following:
- a. NOSI or NOSA
 - b. Photocopy of the CSC attested appointment

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- c. Assignment Order or Assumption to Duty (hired from 2018 to present)
 - d. Service Record
 - 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 **May 10, 2023**.
6. The release of the benefits of teachers depends on the date of submission.
7. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: None

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

BENEFITS REQUIREMENTS

ALA/DM- submission of required documents for salary differential of personnel
integrated in the payroll on April 2023
0000/May 04, 2023

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