



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

19 June 2023

DIVISION MEMORANDUM
OSDS No. **075**, s. 2023

SUBMISSION OF REQUIRED DOCUMENTS FOR SALARY DIFFERENTIAL OF
PERSONNEL INTEGRATED IN THE PAYROLL ON MAY AND JUNE 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 **May & June 2023**.

NO	ST CODE	NAME	APRIL	MAY
1	001	RUEL E. REALES JR	13/2	19/1
2	008	MA LOUISA P. BOLIVAR	9/2	11/1
3	019	GELACIO G. CABAYLO JR	19/5	20/1
4	019	MICHELLE F. DELA GENTE	9/2	11/1
5	023	CRISTY A. LARA	14/2	19/1
6	023	DANIEL A. AVERGONZADO	16/1	19/1
7	023	LEAH M. ORTIZ	16/1	19/1
8	023	NORAYNA Y. DEL MUNDO	15/1	19/1
9	023	REY O. BASCO	12/7	19/1
10	024	RONELYN V. VALEROSO	14/2	19/1
11	025	IAN MARK G. DIENDO	14/1	19/1
12	031	YVETTE B. QUINATAC AN	14/1	19/1
13	032	LOUIE A. SILVA	19/3	20/1

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14	032	RICKY U. PIANG	11/3	19/1
15	037	EMILIA C. BINGHOY	15/1	19/1
16	037	JOHN LAWRENCE A. PANDING	18/1	19/1
17	037	LORIE MAE M. ENDE	13/2	19/1
18	037	MARIA SOLEDAD O. BLANCADA	11/1	16/1
19	037	MARLENE R. JUAN	14/1	19/1
20	038	ALLAN S. TUANTE	14/1	19/1
21	038	GRACE E. FELISILDA	14/2	19/1
22	038	LYMTTEE B. ROSANO	14/1	19/1
23	038	SHARON PEARL M. DEMEGILLO	13/4	19/1
24	095	ARLIE C. ANGELES	6/1	11/1
25	095	FRECILIA B. DAGUPLO	8/2	11/1
26	503	LEONARDO G. DIMOS	19/3	20/1
27	515	JULIANITO A. BATOY	19/4	20/1
28	515	SHIELA MAE M. CATUBAY	8/1	11/1
29	518	MAGDALENA R. AFON	17/1	19/1
30	535	ANGELIE S. CASICAS	8/1	11/1
31	535	BRYAN D. LOSARIA	8/1	11/1
32	535	DELNA TRINA GRACE L. SUA	8/1	11/1
33	535	DYRENE MAE B. NAFARRETE	8/2	11/1
34	535	GWENDELYN P. IGNACIO	8/1	11/1
35	539	JULIUS B. FLORES	14/1	19/1
36	598	JOY A. AGUILAR	14/3	19/1

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NO	ST CODE	NAME	MAY	JUNE
1	001	CHERRY MAY T. CASTILLON	11/3	12/1
2	001	SHIELA MAE S. ALVAREZ	11/3	12/1
3	008	ANELIA I. ESTREBILLO	12/2	12/3
4	008	APRIL LYN O. PRADO	11/3	11/4
5	008	DARLENE V. MONTEJO	13/1	13/2
6	008	ELVIE T. ROMERO	18/1	18/2
7	008	FENNIE H. LAMASAN	13/6	13/7
8	008	GLADYS G. TUTOR	12/6	12/7
9	008	JUDITH A. ORTIZ	11/6	11/7
10	008	JUVY C. CALMITA	13/6	13/7
11	008	LYN LEE S. CALMITA	11/3	11/4
12	008	MA LEIZIL O. CORONACION	11/3	11/4
13	008	NELSON A. ESTOLANO	13/2	13/3
14	008	NORMAN . ALDEMA	11/3	12/1
15	008	ROSELYN D. ARITALIA	12/2	12/3
16	008	SHARON ROSE P. TOLEDO	13/2	13/3
17	014	CHRISTOPHER J. PELAYO	15/1	19/1
18	014	ETHEL JOY C. NERPIOL	13/2	14/1
19	017	ANNALYN F. RHUDY	11/4	11/5
20	017	DONNA V. BARCEBAL	13/1	13/2
21	017	EMMANUEL FREDO B. NATIVIDAD	13/3	13/4
22	017	IMELDA S. GARCIA	11/7	12/1
23	017	IRENE M. BENGIL	13/1	13/2

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24	017	IRES JEAN F. LABARIENTOS	11/4	11/5
25	017	JACQUELINE A. FECA	13/1	13/2
26	017	JANICE S. LECHUGAS	13/1	13/2
27	017	JENELYN B. PACLIBAR	11/4	11/5
28	017	JOCELYN J. PALMA	12/1	13/1
29	017	JONA E. JORDAN	11/5	11/6
30	017	MA THERESA L. RIVERA	11/6	11/7
31	017	NORMA S. FANTILAGA	13/7	13/8
32	017	RIVA JOY S. LENTIJA	18/1	18/2
33	017	ROPAUL D. RODEL	11/6	11/7
34	017	YANELYN M. DAGAMAC	13/2	18/1
35	019	ALJON KIM F. UGAK	11/2	12/1
36	019	CATHERINE S. FADERAN	11/4	12/1
37	023	SHEENA MARIE K. MELCHOMO	12/2	13/1
38	024	ANGELITA G. ANTICUANDO	11/4	12/1
39	024	JOSEPHINE E. LASTIMA	12/3	12/4
40	024	MARIE THERESE B. CAGAMPANG	12/3	12/4
41	024	MAYMARK I. JAMIO	12/1	13/1
42	024	WELMER M. LEYSA	11/2	12/1
43	025	GRACE R. ARCON	12/2	13/1
44	029	LIEZEL F. TORNEA	11/4	11/5
45	029	RANDY P. PORCELIN	13/2	14/1
46	030	ALLAN S. DOMIDER	13/3	13/4
47	030	EXY O. SOLOMON	11/4	11/5

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48	030	JENNIFER V. TIBANG	13/2	13/3
49	031	GENEROSA S. ELLAGA	13/4	13/5
50	032	ALEXIA MARIE C. PALUBON	12/2	13/1
51	032	TESSIE P. PELAEZ	12/1	13/1
52	037	EMELIA S. LINGHON	19/8	11/7
53	037	MARY JEAN N. MIRAN	13/4	18/1
54	038	JHUN REE M. DESCARTIN	18/1	19/1
55	038	MARCELITA D. AGREGADO	11/4	12/1
56	038	MARIECHEL G. AMPO	11/3	11/4
57	038	ROSELYN D. PELEGRO	19/5	20/1
58	038	RUBY M. CABE	11/1	11/2
59	520	DANNY V. AGUIRRE	13/2	18/1
60	528	VIRGIE C. VELINARIO	13/2	18/1
61	535	ANI PEARL C. DUMADA UG	11/1	12/1
62	535	JUSTINE EVAN A. SOMBILLO	11/1	11/2
63	535	KARL MICHAEL S. LAPINIG	11/1	11/2
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 the indicated timelines:

DOCUMENTS	TIMELINES
1. Payslip/Payroll one (1) month before integration 2. Payslip/Payroll during integration and/or	Submit to District/ School based Administrative Officers on or before July 6,

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3. Payslip/Payroll three (3) months before the effectivity of skipped step increment.	2023
4. Payslip/ Payroll from the year of the effectivity of the step (any month) in cases of delayed integration.	

Integrated to Payroll

Month Integrated to Payroll	Month of Payslip/Payroll to be submitted
May, 2023	April and May 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	June 2023	Any month from 2019, 2020, 2021, 2022 and May and June 2023

4. District and School based Administrative Officers shall prepare the following:
- NOSI or NOSA
 - Photocopy of the CSC attested appointment
 - Assignment Order or Assumption to Duty (hired from 2018 to present) for Teacher I
 - Service Record
 - Payroll/Payslip
 - Certification

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5. The District and School based Administrative Officers shall submit the evaluated documentary requirements to the Schools Division Office on or before **July 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.: N o n e

Reference: N o n e

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 may and june 2023
0000/June 19, 2023

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