



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

**Office of the Schools Division
Superintendent**

16 Oct 2023

DIVISION MEMORANDUM
OSDS No. **139**, s. 2023

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

No	St Code	Name	Sep	Oct
1	001	AMALIA P. DIZON	11/3	11/4
2	001	AMY L. PARAISO	12/1	12/2
3	001	ELSIE B. FELONGCO	13/5	13/6
4	001	HAYDEE C. LANESTOSA	12/1	12/2
5	001	ILUMINADA C. PESCUOLA	19/5	19/6
6	001	JIM RYAN S. DELA CRUZ	13/1	13/2
7	001	JOAN FAITH T. CARINO	11/2	11/3
8	001	LAWRENCE J. PARADINA	11/5	11/6
9	001	LILIDELLE G. DARAS	11/2	12/1
10	001	LINA L. PEREZ	11/3	11/4
11	001	MARIA JUNELIZA B. DOSANO	12/1	12/2
12	001	MARY GRACE F. PORTACIN	19/1	19/2
13	001	MELANIE A. DELABAHAN	12/1	12/2
14	001	NISHI B. SIBAG	18/5	18/6
15	001	REBECCA B. GABAT	14/2	14/3
16	001	RUCHEL M. LAMPREA	13/1	13/2
17	001	SUSAN S. PAGUNTALAN	12/1	12/2
18	001	VANESSA M. BARRUN	13/1	13/2
19	008	ARLENE D. ANTANG	11/8	12/1
20	008	CLEA JANE D. PAMONAG	13/1	13/2
21	008	EMELITA F. DELA CRUZ	11/6	13/1

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No	St Code	Name	Sep	Oct
22	008	EMILIE C. ABUTAL	11/4	13/1
23	008	FELY C. ARANG	12/7	13/1
24	008	KATHERINE JOY F. DELGADO	11/3	11/4
25	008	KZCARR B. SUSAS	11/3	11/4
26	008	MARIA RITA U. ESTRELLA	13/3	13/4
27	008	RAE CARL T. FRUSA	13/5	14/1
28	014	ANALIZA O. PALENCIA	11/4	12/1
29	014	HELEN M. VALDEZ	12/1	12/2
30	014	INGRID N. MAGBALOT	19/1	19/2
31	014	JESSICA S. SUMONSOL	11/2	11/3
32	014	LIDA J. ALAGOS	12/1	12/2
33	014	LILIBETH B. SIGA	12/1	12/2
34	014	MARILOU C. BRAVO	12/1	12/2
35	014	NANCY MAE S. NOGRALES	11/6	11/7
36	014	REGINA S. TUGALON	11/1	11/2
37	014	ROMINA J. PASATIEMPO	12/2	13/1
38	017	APRIL JOY B. BATILLER	11/3	11/4
39	017	ARIANNE MARIE E. MORALES	11/1	11/2
40	017	ARJAN A. OTERO	13/1	13/2
41	017	CHERRY ANN B. JEMINA	13/1	13/2
42	017	CHRISTINE GAY P. CABAN	11/3	11/4
43	017	CHRISTINE JOY S. EMPERADO	13/1	13/2
44	017	FE B. CARGASON	12/1	13/1
45	017	GRACE ANN B. BONA	12/1	12/2
46	017	HERCHEL F. GUMBAN	13/1	13/2
47	017	JANICE H. MAGDALUYO	13/1	13/2
48	017	JOSEFINA S. FENIS	11/7	12/1
49	017	KENJIE LOU O. SAMBO	12/1	12/2
50	017	KRISTINE P. EALDAMA	11/4	11/5
51	017	LOIDA Z. GOMEZ	12/1	12/2
52	017	LONALYN A. DE JOSEPH	12/1	12/2
53	017	LORIE MAE D. PANPLONA	11/2	11/3
54	017	MARIA TERESA T. LOPEZ	11/3	11/4
55	017	NORALITA M. BAUTISTA	12/4	12/5
56	017	PHOEBE E. CALDEA	12/1	12/2
57	017	ROSA B. JAYME	18/1	18/2
58	017	ROSEMARIE A. VENOLA	12/1	12/2

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No	St Code	Name	Sep	Oct
59	017	RUBY B. LANCETA	13/1	13/2
60	017	SCARLET R. TRIBUJENIA	18/1	18/2
61	017	SHEILYN A. LEMANA	13/1	13/2
62	017	SOFRONIO C. SOLIDARIOS	20/1	20/2
63	017	SUSIE C. ADO	13/1	13/2
64	018	AMPARO F. LEGASPI	11/6	12/1
65	018	ANGELES M. BALMORES	13/3	13/4
66	018	ARLENE F. CAPOTOY	19/1	19/2
67	018	COLEEN JOY M. FUNA	11/3	11/4
68	018	CORAZON H. BINAS	12/1	12/2
69	018	DIADEM PEARL F. ARANETA	11/3	11/4
70	018	DONESA P. SORONGON	11/3	11/4
71	018	DONNA C. CASTULO	11/4	12/1
72	018	ELSIE A. PERONO	18/1	18/2
73	018	ERLY P. BENSON	13/1	13/2
74	018	FAITH JOY S. DURAN	11/4	12/1
75	018	GETCHEVA P. LARA	11/4	12/1
76	018	JOYCE ANNE F. GARUCHO	12/1	12/2
77	018	JOYME D. FRANCISCO	13/1	13/2
78	018	KAPID U. TINAPIAN	12/4	13/1
79	018	MA. LYN S. PANARA	13/5	13/6
80	018	MARY ANN G. DIMSON	13/2	13/3
81	018	MELANIE D. TRAVILLA	13/1	13/2
82	018	MELVIN P. INSULAR	11/5	13/1
83	018	MINDA A. LLAMELO	18/1	18/2
84	018	PRECY T. ARANSES	11/3	11/4
85	018	REGGIE B. ENRIQUEZ	20/1	20/2
86	018	REMI P. HUNAS	11/7	13/1
87	018	RETCHE S. FRONDOZA	12/1	12/2
88	018	RONNEL C. LAMSEN	13/3	14/1
89	018	SYREN P. BELONIO	11/3	11/4
90	018	VICTORIA C. CELDA	18/1	18/2
91	019	ANTONETTE C. ALQUINO	18/1	18/2
92	019	BENA U. GANDULAN	11/3	11/4
93	019	ERLINDA T. TOHOL	18/1	18/2
94	019	JIMERLEE T. TOHOL	11/2	11/3
95	019	JOESEL S. JORDAN	11/2	11/4

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No	St Code	Name	Sep	Oct
96	019	MAYLEN B. FILIPINAS	18/1	18/2
97	019	MELCHIE U. NGO	11/2	11/3
98	019	ROSE ANN M. TABIDAD	12/1	12/2
99	020	ANALYN M. BLOGO	11/1	11/2
100	020	BERNADETTE T. GAYOSA	13/1	13/2
101	020	CHARLITA P. GAYLAN	19/1	19/2
102	020	EDNA H. ARELLANO	13/1	13/2
103	020	JUVELYN E. RAMIS	12/1	12/2
104	020	LORNA P. MANAMPIT	11/4	11/5
105	020	MA RUBY REE J. AGUILAR	12/1	12/2
106	020	ROSELLE N. ABRENICA	12/1	12/2
107	020	VIVIAN N. SARONA	12/1	12/2
108	021	HONEY MAE T. FLORENTINO	11/2	11/3
109	021	JOVANNE A. LANGGONG	11/2	11/3
110	021	MESOMAE S. DULAY	11/1	11/2
111	023	AIDA M. ANOVER	13/7	13/8
112	023	DONESSA Y. LORENTON	12/2	13/1
113	023	ELENA M. MABALOT	19/1	19/2
114	023	JANE B. CABARLO	20/1	20/2
115	023	JOSEPHINE C. ESLABON	13/6	13/7
116	023	LEILANI L. FLORO	11/2	11/3
117	023	LORETA T. BORJA	12/6	13/1
118	024	ANNA DAWN T. MAGNO	12/1	13/1
119	024	AXCEL ROSE P. BERNAL	11/2	11/3
120	024	BERNABE B. ABAD	11/2	11/3
121	024	CONSOLACION RUTH A. MADAYAG	11/5	12/1
122	024	JUANCHO C. MASONGSONG	11/3	11/4
123	024	LENY B. MARGEN	13/2	13/3
124	024	MARETHIS C. MACAPOBRE	11/6	11/7
125	024	MARICEL R. BERONIO	12/1	12/2
126	024	MARIFE V. PESANA	14/4	14/5
127	024	MILROSE M. RETORCA	13/2	13/3
128	024	ROMELEE I. PEREZ	11/4	11/5
129	024	ROSAVELLA J. ASMOLO	12/1	12/2
130	025	AIREEN B. GASMIN	11/2	11/3
131	025	CHERRY BELLE J. QUESADA	13/1	13/2
132	025	CYNTHIA C. PEREN	13/2	13/3

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No	St Code	Name	Sep	Oct
133	025	EVELYN T. PONTERAS	12/1	12/2
134	025	JONHRY L. AUTOR	11/6	11/7
135	025	LORNIE AMOR G. FERMO	11/1	11/3
136	029	AMIE A. GRANDE	11/6	11/7
137	029	ANA MARIA S. ALCATIN	13/1	13/2
138	029	ARJAY E. FAINA	12/1	12/2
139	029	CHERYL S. FULGENCIO	12/2	12/3
140	029	GLECY JEAN P. PENAFIEL	11/3	11/4
141	029	JOVELYN A. ABRASALDO	12/1	12/2
142	029	LORANIE G. CATAP	12/1	12/2
143	029	MONERA M. AMBAS	11/8	12/1
144	029	ROMEO P. CARBON JR	14/2	14/3
145	030	ANALYN M. TEJADA	18/1	18/2
146	030	ARLENE H. LAPIDEZ	13/1	13/2
147	030	GUADA CRYSTAL T. CARTAGENA	12/1	12/2
148	030	MARITES O. PUASAN	11/4	12/1
149	030	MITCHELE F. BALDONADO	12/1	12/2
150	030	SALLY P. OSANASTRE	18/4	18/5
151	030	SUSAN S. ALAGOS	18/6	18/7
152	031	AIAN C. CALIBAYAN	13/1	13/2
153	031	CECILIA L. LONGANILLA	12/1	12/2
154	031	EDNA C. DAP OG	11/7	12/1
155	031	EMILY M. LANDICHO	11/3	11/4
156	031	JENNY R. NERPIOL	11/5	11/7
157	031	JUDITH E. VALDE	11/3	11/4
158	031	LOURDES B. IBONES	13/5	13/6
159	031	MARICEL D. LOSBANES	11/4	11/5
160	031	MARILOU R. SOLOMON	11/6	11/7
161	031	MARY GRACE L. PADRONES	11/2	11/3
162	031	PRECY ANN M. CAMACHO	11/1	11/2
163	031	RIZZA JANE D. TENORIO	11/1	11/2
164	031	ROSEMARIE C. LUBRICO	12/1	12/2
165	031	TERESITA B. MOLO	13/6	13/7
166	032	ALMA E. ORELLA	12/1	12/2
167	032	ANABELLE G. ESCALONA	11/2	11/3
168	032	ANITA S. BERAME	13/2	13/3
169	032	CHRISTINE FRANCIS S. MAMA	11/2	11/3

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No	St Code	Name	Sep	Oct
170	032	CLYCEL C. JUNGCO	11/2	11/3
171	032	ELLEN MIE M. RONE	11/2	11/3
172	032	ERICK JAY G. BALDEDARA	11/2	11/3
173	032	ERLEEN D. ESPARES	11/3	11/4
174	032	GENEVA G. CABAILO	11/2	11/3
175	032	GIL M. TONGCALING	21/1	21/2
176	032	GRACE S. FABOT	13/2	13/3
177	032	GRACE S. RADA	12/2	12/3
178	032	HELEN I. PUNGAY	11/2	11/3
179	032	HERSHEY O. DEOCAMPO	11/2	11/3
180	032	JENNEFRIL D. CACHO	11/2	11/3
181	032	JERALD A. SUDAO	11/1	11/2
182	032	JONAIISA T. MORALES	11/2	11/3
183	032	KERVEE JASTIEN P. ABERDE	11/2	11/3
184	032	MANILYNNE D. PAULITE	11/2	11/3
185	032	MARIVIC C. PIANG	12/1	12/2
186	032	MARNELLI E. GAYUD	13/2	13/3
187	032	PAULINA S. PANDIAN	11/1	11/2
188	032	ROWELA B. APARES	11/2	11/3
189	033	ANNAJEAN P. NALDA	11/2	11/3
190	033	CAROL A. LAYDA	11/2	11/3
191	033	JIBER S. MOK	11/2	11/3
192	033	REGIE T. SULPICO	11/3	11/4
193	033	RUBY F. BATIANCILA	11/3	11/4
194	033	SHIELLA A. CABALTERA	11/4	11/5
195	037	ANALIZA A. CUEVA	13/2	13/3
196	037	ARNOLD A. AMOYAN	12/5	13/1
197	037	CHARMAIGNE JADE S. OLOG	12/1	12/2
198	037	CHINEE P. SANTIAGO	12/1	12/2
199	037	CORAZON P. BAUTISTA	13/2	13/3
200	037	DENNIS A. REGUIS	12/1	13/1
201	037	EVER CYNTHIA F. ELGARIO	11/7	13/1
202	037	GEMALYN P. SERILLA	13/2	13/3
203	037	JEANETTE D. NARDO	11/2	13/1
204	037	LYCEL E. LAGOS	11/2	11/3
205	037	MA GRACE T. GABOR	11/1	11/2
206	037	MARITRESS R. DAYOT	11/3	11/4

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207	037	MARY JANE M. RAFAEL	19/1	19/2
208	037	MYRNA T. SINCO 032	13/2	13/3
209	037	REGELYN A. MEJIA	12/1	12/2
210	037	RIZA N. SELIM	11/7	13/1
211	037	VIRGINIA S. ESPERA	13/1	13/2
212	038	ALONA B. MAGADIA	12/1	12/2
213	038	ARAH M. SOLIS	12/1	12/2
214	038	CHARITY N. DELA CRUZ	13/1	13/2
215	038	CHARRY O. CABARUBIAS	12/1	12/2
216	038	CHERRY ANN R. CAYUNDA	12/2	13/1
217	038	CHERYL A. WAYAS	11/6	13/1
218	038	CHRISTINE ANGELI B. FERNANDEZ	11/2	11/3
219	038	EDLYN B. QUIJANO	13/1	13/2
220	038	EILLEN S. GUSTILO	12/2	12/3
221	038	HELENDIA N. QUINTO	13/2	13/3
222	038	HIYASMINDA C. DIOLANTO	21/1	21/2
223	038	IMELDA C. MAQUILING	13/5	13/7
224	038	IRENE P. TAMDANG	11/2	11/3
225	038	IRISH GRACE C. CANDIDO	11/1	11/2
226	038	JACQUILINE M. CASIDSID	13/2	13/3
227	038	JANETTE A. BANDOLA	12/1	12/2
228	038	JELYN C. ACOSTA	11/3	11/4
229	038	JENNY ROSE M. INOJALES	18/1	18/2
230	038	JOANE U. JAVIER	18/1	18/2
231	038	JOANNE A. SORENO	11/3	11/4
232	038	JOCELYN D. BORBON	12/1	13/1
233	038	JULIET P. BACUS	12/1	13/1
234	038	JUNELYN B. RIO	18/1	18/2
235	038	LEAH I. CELESTIAL	12/1	12/2
236	038	LEANDRO C. EXMUNDO	20/1	20/2
237	038	LORNA C. CHAN	13/1	13/2
238	038	MA LEONORA V. MANULAT	13/1	13/2
239	038	MA LUZ L. DE ASIS	18/1	18/2
240	038	MARIECHEL G. AMPO	11/4	12/1
241	038	MARY GRACE M. HIZOLER	11/3	11/4
242	038	MARY JANE L. PASILAN	11/3	11/4
243	038	MERCY JANE L. DIGNADICE	12/1	12/2

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244	038	OLIVINE A. BALILI	14/4	14/5
245	038	REYNALDO S. SALAZAR	13/1	13/2
246	038	RINGO E. CASTRODES	12/1	12/2
247	038	ROSALIE R. EULALIO	11/4	13/1
248	038	RUSSELL B. GUILLERMO	11/7	13/1
249	038	SHA SHA L. RANES	12/1	12/2
250	038	SHEILA MAE L. TIM	11/1	11/2
251	038	SHIENA MAE B. GENON	11/2	11/3
252	038	SUNSHINE F. CORDOVA	11/2	11/3
253	038	SUSANITA D. FACTOR	13/1	13/2
254	039	DAISERY L. ESCALADA	12/1	12/2
255	039	HELEN S. SANICO	11/8	12/1
256	039	JANETTE J. ESPIRITU	18/1	18/2
257	039	JENNIFER D. JIMENA	18/1	18/2
258	039	JOCELYN K. ORA	11/2	11/3
259	039	JOSEPHINE J. CUDILLA	18/1	18/2
260	039	LOLIT V. CORBES	13/1	13/2
261	039	LUZVIMINDA E. DOCTOLERO	11/3	11/4
262	039	MARICOR C. ODNES	11/5	13/1
263	039	MARY JOY C. LUBATON	11/5	13/1
264	039	RONALD B. SANTILLAN	13/1	13/2
265	095	KIMBERLY T. MAGLANTAY	8/2	9/1
266	491	JANREY I. FELICILDA	11/1	11/2
267	491	JOHN PAUL M. MALASUGUI	11/1	11/2
268	498	ARACELI S. CALIXTON	20/1	20/2
269	504	JOAN S. MARZO	11/2	11/3
270	506	CHERELL L. LEANO	12/1	12/2
271	506	NORAFE S. MALIFICIADO	13/1	13/2
272	508	CAROLYN W. TIMBANG	13/1	13/2
273	508	MYLENE T. DANDA	11/2	11/3
274	508	NOEMI F. LEONIDA	18/1	18/2
275	508	PAMELA MAE G. ZERRUDO	12/1	12/2
276	508	REGINE S. MANZANO	11/2	11/3
277	508	VANESSA F. LABARITE	11/1	11/2
278	511	ELLEN B. GASIS	13/1	13/2
279	511	NIDA R. ESTEVES	11/2	11/3
280	517	ADORA D. OPRIASA	13/1	13/2

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281	517	EMILY L. PALMA	13/1	13/2
282	517	VILMA A. PRADAS	12/1	12/2
283	519	DIOSDADO A. CORPUZ	11/3	11/4
284	520	LOREMAE P. SAPANZA	11/2	11/3
285	521	ELSIE B. BAHIAN	13/1	13/2
286	521	JONATHAN D. NAMA	18/1	18/2
287	526	CHARLYN A. BARCELONA	11/1	11/2
288	526	ELENA S. DELA CRUZ	12/1	12/2
289	526	EMMA T. SURITA	13/1	13/2
290	526	GIL P. LAGOS	12/5	12/6
291	526	JOAN B. GINEZ	11/5	11/6
292	526	NOEL P. BORJA	13/1	13/2
293	527	IRENE P. GALAURA	11/2	11/3
294	527	JENELYN M. ORENCIO	12/1	12/2
295	527	RITCHELLE C. SUSTENTO	11/3	11/4
296	527	SARAH JANE B. DAMASO	11/3	11/4
297	528	APRIL MAY B. SOBREDILLA	11/2	11/3
298	528	HANNAH JANE D. BORJA	11/1	11/2
299	528	RIZALDY G. DIEZ	13/1	13/2
300	528	ROSALLY R. AMOROSO	13/1	13/2
301	529	RAFELYN A. BALBUENA	13/1	13/2
302	530	NORMA M. LAYAGAN	19/1	19/2
303	531	RUSSELL MAE M. SUERTE	12/1	12/2
304	532	DANILO L. FERRER JR	13/1	13/2
305	533	JEFFRYL L. BAJO	11/1	11/2
306	535	ALPHA V. CERBO	13/1	13/2
307	535	ANA MARIE C. PALER	12/3	13/1
308	535	ANN B. JOVEN	13/1	13/2
309	535	APRIL C. MULA	13/1	13/2
310	535	BRENDA R. MANTOG	13/2	13/3
311	535	CHERRYL E. GEPOLANI	8/1	11/1
312	535	CHRISTER OLEP V. TORIBIO	13/1	13/2
313	535	DARWIN MARK D. PERALTA	12/2	12/3
314	535	ELEANOR B. DIGDIGAN	12/2	13/1
315	535	EMIE T. ARICAYA	11/2	11/3
316	535	FRELYN JOY F. BONILLA	13/2	13/3
317	535	GERALD T. GELLAMUCHO	13/2	13/3

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Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

No	St Code	Name	Sep	Oct
318	535	GIOVANNI B. SALDO	13/2	13/3
319	535	GLADY FAITH V. FABRONERO	12/1	13/1
320	535	GLADYS C. RUBRICO	11/1	11/2
321	535	HANNAH L. TEO	11/2	11/3
322	535	IRENE M. BATILO	12/2	13/1
323	535	JANRIE M. RAGUINE	13/2	13/3
324	535	JELYN A. RENCIO	11/2	11/3
325	535	JOEAN D. ESPORA	11/2	11/3
326	535	JOEL P. VISUYAN	11/2	11/3
327	535	JOENA D. BENGUAN	18/2	18/3
328	535	JOHN PAUL S. ROMANO	11/2	11/3
329	535	JOSE E. EVANGELISTA III	11/2	11/3
330	535	JUANISTO F. OCATE	13/2	13/3
331	535	KAREE IESSY B. UMAHAG	11/2	11/3
332	535	KAREN FAITH B. SORIANO	13/2	13/3
333	535	KAROLD MIE P. MICULOB	11/2	11/3
334	535	LALAIN E. ESCOVIDAL	12/2	12/3
335	535	LINDY C. TIANGA	11/3	11/4
336	535	LYNLY I. PURAL	11/2	11/3
337	535	MARITES M. CALEDICION	13/1	13/2
338	535	MARK ROWIL B. FALDAS	11/1	11/2
339	535	MARLON T. DACUTAN	12/2	13/1
340	535	MAY FLOR A. ALVAREZ	12/1	13/1
341	535	MERCEDITA G. ANTENOR	19/2	19/3
342	535	NELLIE CLAIRE M. JAVELLANA	12/1	12/2
343	535	RENALYN B. CATALUNA	11/2	11/3
344	535	RICHIEL E. BARRIOS	12/2	13/1
345	535	ROEMA D. RAMPING	12/1	13/1
346	535	ROGIE S. TUANDO	12/2	12/3
347	535	ROWELA M. BONGHE	12/2	13/1
348	535	ROXANNE T. NONO	11/2	11/3
349	535	SARIFA A. LAGMAN	11/2	11/3
350	535	SATAR M. ALAMADA	12/1	13/1
351	535	SHEENA MAE C. BALINO	11/2	11/3
352	535	SUNSHINE P. BASA	8/1	9/1
353	536	DEAREE JANE Y. FUNA	13/1	13/2
354	536	RODEN E. SOLATORIO	12/1	12/2

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No	St Code	Name	Sep	Oct
355	537	ANA FE O. LAQUIHON	12/1	12/2
356	537	JACKIELYN C. BALANO	12/2	13/1
357	537	MAYBELLINE C. MATAVIA	12/1	12/2
358	537	ROSEMIN E. SIAREZ	13/1	13/2
359	539	ABYGAIL C. AMBE	11/2	11/3
360	539	GERALDINE N. BALDABA	11/2	11/3
361	539	KLITZ N. OLITHAO+	11/2	11/3
362	541	SHEENA MAE F. SALLE	11/2	11/3
363	544	ANNIE L. PAICAN	12/1	12/2
364	544	JOEMAR N. DARDO	11/3	11/4
365	544	KRISTINE B. SUMATRA	12/1	12/2
366	545	RIZALINA T. CANJA	13/1	13/2
367	546	ANNIE LYN N. GONZAGA	12/1	12/2
368	548	LADY MAE J. VALDEZ	11/3	11/4
369	553	RAYAND MARK B. GINEZ	13/1	13/2
370	564	JENNIFER S. LABRADOR	11/4	11/5
371	572	JONNA LIZA P. MENSON	12/1	12/2
372	575	ROMEL B. CALDEA	11/1	11/2
373	578	JOE BRYAN D. TIGULLO	11/1	11/2
374	579	JENELYN D. FABUNA	11/1	11/2
375	579	JORALYN P. ZAPANTA	11/1	11/2
376	579	RHEA CLAIRE A. CHAN	11/1	11/2
377	579	SETH BASSE T. CANEJA	11/1	11/2
378	583	MARIEL C. FERFAS	11/1	11/2
379	592	AMOR C. JEBULAN	11/1	11/2
380	592	CHARLIE A. CARVAJAL	11/1	11/2

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	Submit to District/ School based
2. Payslip/Payroll during integration	Administrative Officers

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Documents	Timelines
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.	on or before Oct.27, 2023

Integrated to Payroll

Month Integrated to Payroll	Month of Payslip/Payroll to be submitted
October, 2023	September and October 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
 - c. Assignment Order or Assumption to Duty (hired from 2018 to present) for Teacher I
 - 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 **November 3, 2023**.

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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

SJDR/DM- submission of required documents for salary differential of personnel
integrated in the payroll on October 2023
0000/October 16, 2023

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