



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

19 Feb 2024

DIVISION MEMORANDUM
OSDS No. **027** s. 2024

SUBMISSION OF REQUIRED DOCUMENTS FOR SALARY DIFFERENTIAL OF
PERSONNEL INTEGRATED IN THE PAYROLL ON FEBRUARY 2024

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

1. This office hereby informs the field of the Salary Adjustment due to Step Increment or Promotion of personnel integrated in the payroll effective **February 2024**, to wit:

NO	STATION CODE	NAME	JANUARY	FEBRUARY
1	001	ANALYN D. LAZARTE	8/2	8/3
2	001	CRISTINE JOY B. DELA CRUZ	12/1	13/1
3	001	IRENE N. CABAN	11/1	11/2
4	001	JEAN L. LILID	12/1	12/2
5	001	MA CELNOR E. CARPIZO	13/3	14/1
6	001	MA SORAYDA S. PARRENO	18/2	18/3
7	001	MARY ANN A. BUENAFE	12/2	13/1
8	001	NORMA P. SINOY	13/3	13/4
9	001	SUSAN S. SANTILLAN	12/2	13/1
10	008	CHARISSE T. CARAS	11/5	11/6
11	008	HANNY HAZEL B. AGUARILLES	9/1	9/2
12	014	AMALIA S. AMOYAN	12/1	12/2
13	014	JANE C. JOVEN	13/1	13/2
14	014	JANSHE H. AGUIRRE	12/2	13/1
15	014	JESSIE C. ORBITA	13/2	13/3
16	017	AIMEE E. REGALADO	12/2	12/3
17	017	BEBELYN F. SEMIHO	11/1	11/2
18	017	GEMMA M. FARNAZO	11/5	11/6
19	017	GLORY MAY S. DELGADO	11/5	11/6
20	017	LILY S. AGRAVANTE	11/7	12/1
21	018	JOYCE ANNE F. GARUCHO	12/2	13/1
22	019	AIDA S. UNTANG	13/2	13/3
23	019	APRIL LOVE A. TUPAS	12/1	12/2



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NO	STATION CODE	NAME	JANUARY	FEBRUARY
24	019	BENA MAE S. DAFAL	11/1	11/2
25	019	CHONA N. BINATAC	11/1	11/2
26	019	CRESELDA K. GEMANA	11/1	11/2
27	019	FRANZ F. SUGAL	11/1	11/2
28	019	GENESIS M. ASUMBRA	13/3	13/4
29	019	JENNY L. BASILONIA	11/4	11/5
30	019	JONAH L. BISONAYA	11/1	11/2
31	019	JONILYN B. SORNITO	12/1	12/2
32	019	MARIQUIT J. SOMIDO	13/3	13/4
33	019	MIAH GRACE B. MAGENTE	11/1	11/2
34	019	ROSE VEE MAE S. BALUNTO	12/1	12/2
35	019	ROY C. MAGBANUA	12/1	12/2
36	019	TACENIO S. LANDAYONG	11/2	11/3
37	020	ANIVEB U. LUGONG	11/1	11/2
38	020	BEVERLY A. SUGAL	11/1	11/2
39	020	DIANA FE S. DASAN	11/1	11/2
40	020	JORDAN V. PADRONIA	11/2	11/3
41	020	MA MILA M. KUNGAN	11/5	11/6
42	021	CHARISH GAY B. DIOCARES	12/2	12/3
43	021	EDGAR P. ROGEL	13/3	13/4
44	021	KINGSUR P. BELBIDER	11/5	11/6
45	021	PAULINE MARIE L. WALI	11/1	11/2
46	023	LAIZA R. LEOCARIO	11/2	11/3
47	023	LOVELY ROCHELLE D. CASTILLO	13/1	18/1
48	023	MICHELLE RUFINO R. MANANSALA	11/1	11/2
49	024	ANALYN S. TEODORO	18/4	18/5
50	024	CECILIA C. TEDIONG	13/2	13/3
51	024	CHERYL C. ALAGAO	11/5	11/6
52	024	NONA F. MAGDULA	12/1	13/1
53	024	ROLAND G. JAMIO	15/1	15/2
54	024	VERONICA C. RIVERA	12/1	12/2
55	025	LINNIE B. MANULANG	11/3	11/4
56	025	NYLEN C. CATEDRILLA	14/1	14/2
57	025	REJEAN R. LABADIA	11/2	11/3
58	029	ADELAIDA S. YBANEZ	11/6	11/7
59	029	BENIE F. TABIOLO	11/4	11/5
60	029	CLAIRE JHOANE A. VILLANUEVA	12/1	12/2



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NO	STATION CODE	NAME	JANUARY	FEBRUARY
61	029	CYNTHIA M. ARDIENTE	13/1	13/2
62	029	ELENA R. CELO	13/1	13/2
63	029	ELIZAR F. DOMINGO	16/1	16/2
64	029	FABE B. PUERTO	12/1	12/2
65	029	HELEN T. ESTEMBER	19/5	19/6
66	029	MA LUZ S. DIMOS	13/2	13/3
67	029	MA ROXAN P. DAZA	12/7	12/8
68	029	MARY CHERRY M. LOSEO	11/5	12/1
69	029	NIMFA G. HERIA	18/3	18/4
70	029	REGINA T. ESCOBRO	12/2	12/3
71	029	SHERYL MARIE D. SUCALDITO	11/3	11/4
72	032	ALMA C. FERIL	12/1	12/2
73	032	GERALYN G. BANAS	11/2	11/3
74	032	GLADEN E. LICAYAN	19/4	19/5
75	032	HAZEL C. COYME	11/2	11/3
76	032	JANICE T. TAMPE	11/5	11/6
77	032	KIMBERLY V. SANTIAGO	11/2	11/3
78	032	LALAINE M. CARAAT	11/1	11/2
79	032	MA FE V. FEBRADA	13/1	13/2
80	032	MARY GRACE A. LARGO	12/3	12/4
81	032	NIEL L. GALVE	12/2	13/1
82	032	RONNEL L. MAGLINTE	11/1	11/2
83	032	SHIENA MAY G. GONZALES	11/2	13/1
84	033	CHRISTOPHER D. JUGAR JR	14/1	15/1
85	033	JULIE N. DOCTORA	13/3	13/4
86	033	NILO D. CABANA JR	12/1	13/1
87	037	DEXSAN P. DE GUZMAN	11/2	12/1
88	037	JEANLY A. JOCSO	11/2	12/1
89	037	JEANNELY M. VALLESPIN	11/5	11/6
90	037	JONATHAN C. ARMADA	11/2	12/1
91	037	OLIVER D. CANETE	11/1	11/2
92	037	SUSAN J. SARMIENTO	13/3	13/4
93	038	AZHAR F. HALIM	12/1	13/1
94	038	CHERRY M. PEREJAN	9/2	9/3
95	038	EVANGELINE D. BOLENCES	13/3	13/4
96	038	GERALDINE S. BIBOSO	11/1	11/2
97	038	IVY V. ATSUELA	13/2	13/3
98	038	MARICHU S. LAMERA	13/1	13/2



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99	039	FERCY ANN E. MAUREAL	11/4	12/1
100	039	MA LINDA Y. CADAPAN	12/3	12/4
101	039	MARIANNE P. PANGULO	11/4	12/1
102	039	RENELYN MAE G. REPONTE	11/1	11/2
103	039	ROQUE T. MOSO	12/1	13/1
104	091	EMILYN B. BORJA	20/1	20/2
105	091	RAMONA F. BANGOC	22/4	22/5
106	095	AILEEN GRACE T. RUFINO	9/2	9/3
107	095	JOHN A. SURITA	11/2	15/1
108	095	LORELYN A. ARADANAS	11/1	11/2
109	095	MA LUZ E. ESTEMBER	15/3	15/4
110	095	RAY O. LLOREN	15/3	15/4
111	095	SNOOKY Y. SOLAS	9/2	9/3
112	095	VIRGEARL EAVE T. DAMGO	11/1	11/2
113	503	CHRISTINE JOY C. CRISTOBAL	11/2	11/3
114	503	NHUR EMEEN K. GANDULAN	11/2	11/3
115	505	STEPHEN F. FRONDOZA	13/1	13/2
116	508	LAARMIE D. GANANCIAL	11/4	11/5
117	511	MA CECILIA P. MUYCO	19/2	20/1
118	515	KAYSSER ANN B. LLORITO	12/2	12/3
119	515	REMY B. PRINCIPE	13/3	13/4
120	517	EVELYN Z. FABELLON	11/5	12/1
121	517	RICHELLE S. VALENCIA	11/5	12/1
122	517	ROSELYN F. SETERRA	11/2	11/3
123	518	ANTHEA GRACE A. ESTROBILLO	11/1	12/2
124	518	APRIL ROSE T. VALENCIA	11/1	11/2
125	520	CHRISTINE JANE Z. PESANTES	11/3	11/4
126	520	ILUMINADA J. AYOP	13/1	13/2
127	520	KRISTINE A. MAGALONA	11/3	11/4
128	520	NESTTHE CRUIZE P. CASIDSID	11/2	11/3
129	526	ALAN L. BORDON	8/2	8/3
130	527	NENETTE A. LABUAYA	18/2	18/3
131	528	CRISTINA E. PANA	11/5	11/6
132	529	ANNA MARIE I. SOBERANO	13/1	13/2
133	530	FRANK LHANZER D. BESA	11/2	11/3
134	530	JEONILYN G. CALABON	11/3	13/1
135	530	LESLIE H. PACIFICAR	11/2	11/3
136	530	MERCEDES D. BALAIS	18/2	19/1



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174	569	JAY S. BELACION	11/2	11/3
175	569	RIZZA D. BEDAURE	11/2	11/3
176	574	JEAN A. NAVAJAS	11/1	11/2
177	575	MERLAN GAY K. TULE	11/1	11/2
178	582	CRISTINE E. TUNDAG	11/2	11/3
179	588	RICHARD S. FRONDOZA	11/1	11/2
180	595	LEONARDO O. ABUAN JR	11/3	13/1

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:

Skipped Step increment effective	Payslips/Payroll to be submitted
August 04, 2021	May, June, July 2021 Any month from 2022, 2023

Delayed integration

Date of Step/ Promotion	Month of Integration	Payslip/ payroll to be submitted
June 3, 2022	February 2024	Any month from 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 2015 to present) for Teacher I
- Service Record
- Payroll/Payslip

5. The District and School based Administrative Officers shall submit the evaluated documentary requirements to the Schools Division Office on or before **March 01, 2024**.

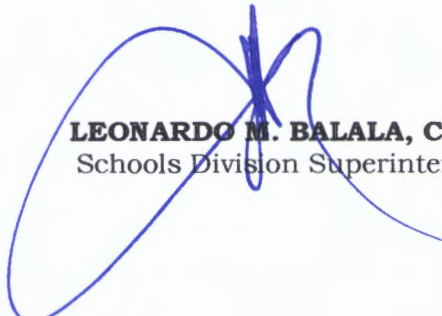


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6. The release of the benefits of teachers may vary on the date of submission.
7. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESO V
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

CARD/DM- submission of required documents for salary differential of personnel
integrated in the payroll on February 2024
0000/February 19, 2024



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