




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



2502

MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

**SUBJECT: MONTHLY REPORT OF TEACHING AND NON-TEACHING
PERSONNEL WHO ARE ENTITLED FOR STEP INCREMENT**

DATE: April 21, 2016

All school heads are hereby directed to submit to Ms. Elaine V. Balen, Division HRMO a Monthly Report of Personnel (Teaching and Non-Teaching) who are entitled to Step Increment following the link <http://tinyurl.com/cavitestepincrement> every 5th day of the month as to update and integrate the necessary adjustment of salary in the concerned employee's pay slip.

The initial step increment report will be for the period ending June 2016 and will cover those personnel who were hired / promoted from January to June 2013. Likewise, included as well are those personnel who previously received differential of Step Increment but to date are still not yet integrated in their salary. Due date of submission will be on May 5, 2016.

For your information and strict compliance.

COMMISSION ON PROBATION