



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



## 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

FROM: *for em alenado*  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

DATE: June 23, 2016

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Please submit to your assigned Division Bookkeeper a report on the List of Teachers/Personnel whose step increment were still not yet integrated in their respective salary for the period ending June 2016 using the hereunder google sheets:

For Elementary:

<http://tinyurl.com/stepincrementelem>

For Secondary:

<http://tinyurl.com/stepincrementsecondary>

For your information and compliance of all concerned.