



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



C- 17286
11/5/18
9:13

November 5, 2018

DIVISION MEMORANDUM
NO. 322, s. 2018

SUBMISSION OF REQUIREMENTS FOR NOTICE OF STEP INCREMENT AND LOYALTY CASH AWARD

TO: Public Elementary and Secondary School Heads
School Clerks/District Clerks
Administrative Officer IV
Administrative Officer II-SHS
Administrative Assistant II-SHS

1. To ensure that all DepEd Personnel (including teaching and non-teaching) will be granted of Step Increment and Loyalty Cash Award, please be informed that the submission of the said documents will be accepted until **November 14, 2018**. This is to give ample time to process and verify the accuracy and correctness of the submitted documents.
2. In addition to, respective Municipal Human Resource Coordinator shall review and validate the completeness of the documents in order to facilitate smooth work flow procedure. Attached hereto is the checklist for NOSI and LCA.
3. For dissemination, guidance and compliance.

MELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
CHERRYLOU D. REPIA
Schools Division Superintendent

1. CHECKLIST FOR NOTICE OF SALARY OF SALARY INCREMENT (NOSI)

- Service Record
- Latest Appointment
- Latest Payslip
- Approved ARA Form C from GSIS

2. CHECKLIST FOR LOYALTY CASH AWARD (LCA)

- Updated Service Record – Original copy