



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City

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November 4, 2014

Division Memorandum  
No: 260, s. 2014

MEMORANDUM TO: ALL Public Schools District Supervisors  
ALL Secondary School Principals/Administrators

FROM : CHERRY MAE L. LIMBACO, Ph.D., CESO V

RE : Submission of List of Officials and Employees Entitled To Step  
Increments For CY 2015

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Pursuant to Regional Memorandum No. 113, s. 2013 dated August 5, 2013, you are directed to submit List of Officials and Employees Entitled To Step Increments for CY 2015. Please attach the updated service record and latest payslip of employees entitled for the 2015 step increment to support the request.

The template can be downloaded in our official website. Deadline for submission is November 14, 2014.

For compliance.

  
CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

Republic of the Philippines  
 Department of Education

Region X  
 DIVISION OF MISAMIS ORIENTAL  
 Cagayan de Oro City

**LIST OF OFFICIALS AND EMPLOYEES ENTITLED TO STEP INCREMENTS**  
 Pursuant to Joint CIVIL SERVICE COMMISSION and DEPARTMENT  
 of BUDGET and MANAGEMENT Circular No. 1, s. 1990  
 CY: 2015

DIVISION OF MISAMIS ORIENTAL

(DISTRICT/NHS)

Date :

No.	Name of Official/Employee	Performance Rating	PS/POP FY: 2012 Item No. OSEC-DECSB-	Position / Salary Grade	Actual Salary Prior to Grant of Step Increment		Adjusted Salary After the Grant of Step Increment		Monthly Difference	Effective Date	Remarks
1									-		
2									-		
3									-		
4									-		
5									-		
6									-		
7									-		
8									-		
9									-		
10									-		

\*\*\*Subject to availability of funds\*\*\*

Certified Correct:

Attachments:

1. Updated service record
2. Latest payslip

PRINCIPAL

PSDS