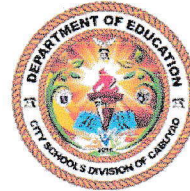


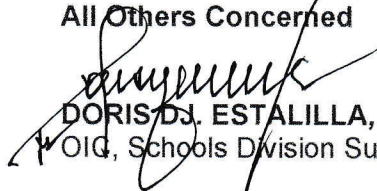


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC, Assistant Schools Division Superintendent
OIC-Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads/Officer-In-Charge/Teacher-In-Charge
All Others Concerned

FROM :  DORIS D. ESTALILLA, Ed. D.
OIC, Schools Division Superintendent

SUBJECT : SUBMISSION OF NOTICE OF STEP INCREMENT

DATE : May 7, 2018

1. All schools are required to submit the Notice of Step Increment (NOSI) of those personnel who are entitled for the said benefit for the First Quarter. The cut-off date is March 31, 2018.

2. Those who are entitled to receive step increment last year 2017 but was not able to receive the same, the cut-off date is December 31, 2017 and the effective date is January 1, 2018.

3. Submit the following thru the Records Unit on or before May 18, 2018:

- 3 hardcopies of Notice of Step Increment
- 1 photocopy of updated service record
- 1 photocopy of latest payslip
- Softcopy of Summary of NOSI to be sent to depedcabuyaohrmo@gmail.com

4. For compliance.

UM 161, s. 2018