



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

October 6, 2023

**DIVISION MEMORANDUM**  
No. 504 s. 2023

**SUBMISSION OF REQUIRED DOCUMENTS FOR PAYMENT OF STEP INCREMENT  
DIFFERENTIAL OF PERSONNEL INTEGRATED IN THE PAYROLL  
FOR CY 2022-2023**

TO : OIC, Assistant Schools Division Superintendent  
Public Schools District Supervisor  
Heads of Public Elementary, Integrated and Secondary Schools  
Administrative Officers II (Elementary and Senior High School)  
Administrative Assistants II (Senior High School)  
All Others Concerned

1. This is to inform all concerned that this Office will start processing the payment of step increment differential of Regional Payroll Services Unit (RPSU) – integrated personnel for CY 2022 – 2023.

2. In view thereof, all personnel concerned are directed to submit the following documents to their respective clustered/school Administrative Officers II (AO II) or Administrative Assistants II (ADAS II) observing the indicated timeline:

REQUIREMENTS	TIMELINE
(1) Photocopy of Approved NOSI (1) Photocopy of Latest Appointment (1) Photocopy of Payslip one (1) month before integration (1) Photocopy of Payslip during integration	Submit to Clustered AO II/ ADAS II on or before <b>October 25, 2023</b> .

3. Those who have already submitted and processed their documents for differential need not resubmit anymore and are advised to wait for the payment of their differential.

4. The clustered/ school AO II and ADAS II shall submit the certified photocopy of the documentary requirements to the Schools Division Office – Personnel Unit together with the signed certificate of no Leave of Absence Without Pay (LAWOP) **on or before October 31, 2023 c/o Darwin D. Brillo**.

5. Further, the release of step increment differential of teachers depends on the date of submission and availability of funds.

6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent *al*

Encl.: None  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS

PAYMENT

DDB/ DM\_Step  
0006/ October 6, 2023



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