



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

November 15, 2023

**DIVISION MEMORANDUM**  
No. 592 s. 2023

**SUBMISSION OF REPORT ON STATUS OF RPSU INTEGRATION OF STEP  
INCREMENT OF TEACHERS**

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

1. In reference to **Division Memorandum No. 504 s. 2023** titled “**Submission of Required Documents for Payment of Step Increment Differential of Personnel Integrated in the Payroll for CY 2022-2023**”, this office will update the status of step increment integration of elementary school teachers in the Regional Payroll Services Unit (RPSU).
2. Attached as enclosure is the template of the report.
3. The clustered AO II shall submit the report on status of step increment integration for the current and prior years per district **on or before November 29, 2023 c/o Darwin D. Brillo of Personnel Section.**
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS

REPORT

DDB/ DM\_Step\_Report  
0008/ Nov 15, 2023



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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

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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REPORT ON STATUS OF STEP INCREMENT INTEGRATION (PRIOR YEARS)  
DISTRICT OF: CUARTERO

NO.	SCHOOL	EMPLOYEE NUMBER	NAME OF TEACHER (LAST NAME, FIRST NAME, MI)	POSITION	DATE OF APPOINTMENT (Mmm dd, yyyy)	SALARY AS PER PAYS LIP			SALARY TO BE INTEGRATED			STATUS OF RPSU INTEGRATION
						SG	STEP	BASIC SALARY	SG	STEP	BASIC SALARY	

PREPARED BY:

AO II

NOTED BY:

SCHOOL HEAD