

Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY
Tocleng I-C, City of Imus



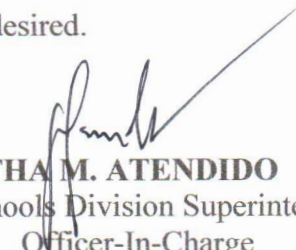
DIVISION MEMORANDUM
NO. 23 S. 2017

23 January 2017

**SUBMISSION OF REPORT ON THE REGISTRY OF SCIENCE &
MATHEMATICS TEACHERS ALREADY GRANTED THE SALARY
STEP INCREMENT**

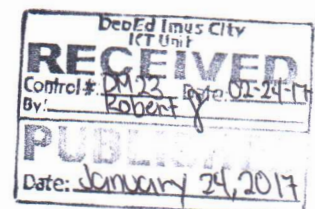
To: CES – SGOD/OIC – ASDS
School Heads/Officer-In-Charge/Teacher-In-Charge
(Public Elementary and Secondary Schools)
All Others Concerned

1. In compliance to Regional Memorandum No. 033, s. 2017 regarding the above-mentioned subject, this office requests all school heads, officer-in-charge and/or teacher-in-charge to submit approved list of Science and Mathematics Elementary and Secondary School Teachers qualified for the grant of salary step increments (Form A) and Form B.
2. Please find attached Forms A & B and send the softcopy at rizagarcia_31@yahoo.com and 2 hard copies on or before January 27, 2017 (c/o Ms. Riza C. Garcia).
3. Immediate dissemination of this Memorandum is desired.


EDITHA M. ATENDIDO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference:
Regional Memorandum No. 033, s. 2017

sgod/recg





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM No. 033, s.2017

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : RE: SUBMISSION OF REPORT ON THE REGISTRY OF SCIENCE & MATHEMATICS TEACHERS ALREADY GRANTED THE SALARY STEP INCREMENT

DATE : JANUARY 18, 2017



With reference to DepEd Order No.65, s. 2016 re: Amendment to DepEd Order No. 79, s. 2012 on Implementing Guidelines on the Grant of Step Increment for Teachers with Specialization in Science and/or Mathematics, this office requests submission of copies of approved Forms A and B, accomplished in MS Excel template format, with hard copies to Human Resource Development Division (HRDD), on or before January 30, 2017.

Please find attached Forms A & Form B (inclosures of DO. 79 s. 2012)

Immediate dissemination of and strict compliance of this Memorandum is earnestly desired.

LIST OF SCIENCE/MATHEMATICS ELEMENTARY/SECONDARY SCHOOL TEACHERS
QUALIFIED FOR THE GRANT OF SALARY STEP INCREMENTS

FORM A

FISCAL YEAR :
REGION :
DIVISION :
SCHOOL DISTRICT :
NAME OF SCHOOL :

NAME OF TEACHER (1)	EDUCATION AID/OR SPECIAL TRAINING (2)	TEACHING LOAD for SY 2010-2011 (3)	PERFORMANCE RATING - last 3 yrs (4)			TEACHING EXPERIENCE (5)	RELATED TRAINING (6)	POSITION AND SALARY GRADE as of the end of the preceding year (7)	SALARY STEP (8)		FY 2011 FUNDING REQUIREMENTS (9)
			2008-2009	2009-2010	2010-2011				From (8a)	To (8b)	
1. Teacher A	MA in Science	4 loads daily - Science	8.30 - VS	8.25 - VS	9.30 - 0	3 years	40 hrs	Teacher II	2	5	Php11,238.00
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											

NOTES:

- Column 1 - Names of Qualified Teachers
Column 2 - Highest educational attainment and/or Special Training in Science and/or Math attended at the international, national and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED
Column 3 - No. of teaching loads per day for SY 2010-2011 onwards, all in Science or all in Mathematics or a combination thereof
Column 4 - Indicate numerical and equivalent adjectival rating
Column 5 - No. of years of teaching in Science or Mathematics or a combination thereof
Column 6 - No. of hours of related training in Science and/or Mathematics not previously used as basis for promotion through the Equivalents Record Form
Column 7 - Present position and salary grade (Teacher I, II or III) based on the updated Service Records
Column 8a - Existing Salary Step
Column 8b - Adjusted Salary Step
Column 9 - Amount of Salary Differential from January 1 to December 31 of the given year

PREPARED BY:

REVIEWED BY:

APPROVED BY:

SCHOOL HEAD

ADMINISTRATIVE OFFICER/HKMO

SCHOOL'S DIVISION SUPER INTENDENT

(Signature Over Printed Name and Designation)

(Signature Over Printed Name and Designation)

(Signature Over Printed Name and Designation)

Department of Education

FORM B

SUMMARY DATA ON SCIENCE/MATHEMATICS TEACHERS
QUALIFIED FOR THE GRANT OF SALARY STEP INCREMENTS

Fiscal Year :
REGION :
DIVISION :
DISTRICT :

NAME OF SCHOOL	NUMBER OF QUALIFIED TEACHERS ENTITLED TO 3-STEP INCREMENT																					
	TEACHER I							TEACHER II							TEACHER III							
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	
A. ELEMENTARY																						
1																						
2																						
3																						
4																						
5																						
B. SECONDARY																						
1																						
2																						
3																						
4																						
5																						
TOTAL																						

PREPARED BY:

REVIEWED BY:

APPROVED BY:

SCHOOL HEAD

(Signature Over Printed Name and
Designation)

ADMINISTRATIVE OFFICER/HRMO

(Signature Over Printed Name and Designation)

SCHOOLS DIVISION SUPERINTENDENT

(Signature Over Printed Name and Designation)