



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

24 January 2025


**DIVISION MEMORANDUM**

**No. 052, s. 2025**

**SUBMISSION OF 2025 NOTICE OF STEP INCREMENT (NOSI)**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Under DO 63, S. 1990- "Rules and Regulations Governing The Grant of Step Increments to Deserving Officials and Employees of the Government", this office hereby advises all concerned to submit two (2) copies of accomplished NOSI on or before the deadline in the attached list (*Enclosure 1*) at the Division's Records Section.
2. Step increment shall be given to qualified personnel for every three (3) years of continuous satisfactory service in the present position. Moreover, employees whose latest appointments fall under the year 2022, 2019, 2016, 2013, 2010, 2007 and 2004 are entitled to the 2025 Step Increment.
3. Furthermore, all are requested to use this link; [https://bit.ly/nositemplate\\_2025](https://bit.ly/nositemplate_2025) for a unified template.
4. Submission for Elementary shall be prepared by the school and will be consolidated by district, and Secondary shall be submitted per school, with the following attachments as seen in the checklist (*Enclosure 2*).
5. Wide and immediate dissemination and strict compliance with this memorandum are desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ Submission of NOSI/  
R2-140314/ 01/24/2025



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Enclosure 1

**DEADLINE OF SUBMISSION OF 2024**

Prior Years entitled to Step Increment	Feb 28, 2025
January 2025 to April 2025	Feb 28, 2025
May 2025	Feb 28, 2025
June 2025	March 31, 2025
July 2025	April 30, 2025
August 2025	May 30, 2025
September 2025	June 30, 2025
October 2025	July 31, 2025
November 2025	August 29, 2025
December 2025	September 30, 2025



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Enclosure 2

**NOTICE OF STEP INCREMENT**

- NOSI Form (2 copies)
- Updated Service Record reflecting the step increment applying for (2 copies)
- Copy of Latest Appointment (as basis of step increment being applied)