



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



13 February 2023

DIVISION MEMORANDUM

No. 061, s. 2023

SUBMISSION OF 2023 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 2020, 2017, 2014, 2011, 2008, 2005 and 2002 are entitled to the 2023 Step Increment.
3. Furthermore, all are requested to use this link; https://bit.ly/nositemplate_2023 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 of this memorandum is desired.

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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Enclosure 1

DEADLINE OF SUBMISSION OF 2023 NOSI

Prior Years entitled to Step Increment	March 03, 2023
January 2023 to April 2023	March 31, 2023
May 2023	April 28, 2023
June 2023	May 31, 2023
July 2023	June 30, 2023
August 2023	July 31, 2023
September 2023	August 31, 2023
October 2023	September 29, 2023
November 2023 to December 2023	October 31, 2023

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Enclosure 2

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NOTICE OF STEP INCREMENT

- NOSI form (2 copies)
- Updated Service Record (2 copies)
- Copy of latest Appointment

DEPEDBATS-PER-F-094/R2/11-22-2021



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