



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

18 February 2026

**DIVISION MEMORANDUM**

No. 097, s. 2026

**SUBMISSION OF 2026 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 2023, 2020, 2017, 2014, 2011, 2008 and 2005 are entitled to the 2026 Step Increment.
3. Furthermore, all are requested to use this link; <https://tinyurl.com/NOSI-2026> 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



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Enclosure 1

**DEADLINE OF SUBMISSION OF 2026**

Prior Years entitled to Step Increment	March 06, 2026
January 2026 to April 2026	March 06, 2026
May 2026	March 18, 2026
June 2026	April 03, 2026
July 2026	April 30, 2026
August 2026	May 29, 2026
September 2026	June 30, 2026
October 2026	July 31, 2026
November 2026	August 31, 2026
December 2026	September 30, 2026

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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