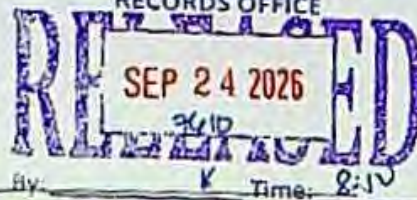




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 21, 2026

DIVISION MEMORANDUM
No. 552, s. 2026

**MANDATORY MONTHLY SUBMISSION OF UPDATED NOTICE OF STEP INCREMENT
(NOSI) AND LIST OF EMPLOYEES ENTITLED FOR STEP INCREMENT (LOEGSI)
FOR TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

1. Pursuant to the core provisions of **CSC and DBM Joint Circular No. 1, s. 2012** (Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment due to Length of Service) and DBM National Budget Circular No. 601, personnel step increments must be accurately implemented to guarantee that deserving teaching personnel receive their corresponding salary adjustments without administrative delay.
2. In alignment with DepEd Order No. 79, s. 2012 and localized personnel tracking standards, this Office emphasizes that the tracking and timely implementation of salary steps are vital administrative responsibilities handled at the institutional level.
3. To optimize payroll adjustments and eliminate retroactive delays, **EXPLICIT ADMINISTRATIVE EMPHASIS AND MANDATE** is hereby placed upon all Junior High School Administrative Officers II (AO II). As the designated personnel custodians of their respective schools, JHS AO2s are strictly required to proactively track employee service cards and must submit the updated Notice of Step Increment (NOSI) and LIST OF EMPLOYEES ENTITLED FOR STEP INCREMENT (LOEGSI) documents of all qualified teachers to the SDO Dagupan City Personnel Unit every month. **However, Administrative Officers II (AO II) assigned to Implementing Units (IUs) are not required to submit the NOSI and LOEGSI documents of qualified teachers of their respective schools.**



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4. To establish an unyielding and uniform administrative routine, all JHS AO2s must submit these updated documents on or before the 25th day of every single month. If the 25th falls on a weekend or a holiday, submissions must be hand-delivered or officially transmitted through the division document tracking system on the immediate preceding working day. Late submissions will result in deferred salary adjustments for the affected teachers and may subject the non-complying officer to administrative explanations.
5. This office now strictly guides all Junior High School Administrative Officers II (AO II) to submit the updated Notice of Step Increment (NOSI) documents of all qualified teachers through the records unit. For inquiries, you may contact **Ms. Jellie A. Solis** or **Mr. Jan Francis Del Rosario** at the Division Personnel Unit.
6. Immediate dissemination and compliance with this memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO VI.
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



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