

DepEd-Division of Catanduanes  
 RECORDS SECTION  
**RELEASED**  
 BY: *[Signature]* No. 192  
 DATE: FEB 09 2026



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

03 February 2026

**DIVISION MEMORANDUM**  
 NO. 192 s. 2026

**SUBMISSION OF LIST OF IDENTIFIED PERSONNEL QUALIFIED FOR STEP INCREMENT AND LOYALTY PAY FOR FY 2026**

TO: Assistant Schools Division Superintendent  
 Public School District Supervisors  
 Elementary and Secondary School Heads  
 Administrative Officers (Elementary and Secondary)  
 All Others Concerned

1. Relative to the monthly updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP), all Administrative Officers II (Elementary and Secondary) except for Implementing Units are advised to submit list of identified personnel qualified to step increment due to longevity for FY 2026 in the following format:

MATRIX OF PERSONNEL ENTITLED TO STEP INCREMENT FY 2026					
District:					
Name of School:					
Month	No.	Name of Employee (Last Name, First Name Middle Name)	Date of Step Increment (mm/dd/year)	Last Step SG/Step	Adjusted Step SG/Step
<i>Example:</i>					
January	1.	Dela Cruz, Juan Vargas	01/08/2026	12-01	12-02
Prepared By:					
<u>Signature over Printed Name</u> Administrative Officer II					

2. Likewise, submit list of identified personnel qualified for Loyalty Pay for FY 2026 in the following format:

MATRIX OF PERSONNEL ENTITLED TO LOYALTY PAY FY 2026							
No	Station No.	Name of Employee (Last Name, First Name Middle Name)	Position	Date of Original Appointment	No. of Years in Service	Years of Entitlement 10/5 years	Amount Due
<i>Example:</i>							
1.	001	Dela Cruz, Juan Vargas	Teacher IV	01/31/2016	10	10	10,000
Prepared By:							
<u>Signature over Printed Name</u> Administrative Officer II							



San Roque, Virac, Catanduanes  
 052 - 8114081  
 Email: [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
 www.deped.gov.ph/catanduanes  
 United Way - Region V - Catanduanes



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V (BIKOL)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

3. To ensure continuity of records and the timely processing of personnel benefits during the transition, former Administrative Officer II previously assigned to the school is hereby directed to prepare and submit the official list of personnel due to Step Increment and Loyalty Pay for January 2026 **on or before February 13, 2026 (Friday)**.
4. Further, the deadline for the submission of the list of personnel qualified for Step Increment and Loyalty Pay effective February 2026 onwards is **on or before February 20, 2026 (Friday)** to the Personnel Section through the Records Section.
5. Said list must be submitted in both hard and soft copy (in excel format). The soft copy shall be submitted and emailed to **personnelsection.ctd@deped.gov.ph**
6. To ensure the timely and prompt processing of personnel benefits, this Office reiterates to strictly follow the schedule in submitting the documentary requirements for processing of benefits: salary, salary adjustment due to promotion and step increment, loyalty and Special Hardship Allowance (SHA):

Date	Particulars
Every 6 <sup>th</sup> -9 <sup>th</sup> of the month	Preparation of Form 7
Every 10 <sup>th</sup> of the month	Submission of Form 7 to SDO
Every 22 <sup>nd</sup> of the current month to the 5 <sup>th</sup> of the succeeding month	Submission of documentary requirements for Step Increment for GSIS-ARA to ensure the integration of the step increment in the current payroll cycle  Submission of List of Personnel with Leave without Pay for GSIS-ARA
Every 28 <sup>th</sup> of the month	Submission of Payroll & Disbursement Voucher (DV) for step increment, salary adjustment due to promotion and loyalty pay
Every three (3) days after the receipt of the Appointment copy and Certificate of Assumption to Duty	Submission of documentary requirements for Salary Adjustment for GSIS-ARA
Every 5 <sup>th</sup> day after the end of the quarter	Submission of payroll & Disbursement Voucher for Special Hardship Allowance (SHA)

7. For information, guidance and strict compliance.

*MA. JEANY T. ABAYON*  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes  
 4992 - 8114063  
 Email: catanduanes@deped.gov.ph  
 www.deped.gov.ph/canduanes  
 DepEd Virac - Region V - Catanduanes