



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

03 Mar 2022

DIVISION MEMORANDUM
No. 103, s. 2022

REITERATION OF THE IMPLEMENTING GUIDELINES ON THE GRANT OF STEP INCREMENT FOR TEACHERS WITH SPECIALIZATION IN SCIENCE AND/OR MATHEMATICS

To: **Schools Division Superintendent**
Asst. Schools Division Superintendent
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Section Heads
All Others Concerned
This Division

1. This office reiterates DepEd Order No. 79 s. 2012 and DepEd Order No. 65 s. 2016 re Implementing Guidelines on the Grant of Step Increment for Teachers with Specialization in Science and/or Mathematics. With reference to National Budget Circular No. 531, **one-time three (3) salary step increments** shall be granted to a Teacher who meets all the following criteria for qualification.

Particulars	Elementary Level	Secondary Level	Supporting Document/s
Position and Salary Grade	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13	Approved Appointment
Education	Master of Arts in Education, major in Science or Mathematics Education; or	Master of Arts in Education, major in Science or Mathematics Education; or	Transcript of Records and
	Bachelor of Elementary Education with at least 120 hours Special Training in Science/Mathematics at the international,	Bachelor of Secondary Education, major in Science or Mathematics; or	Transcript of Records; and Certificates of Trainings completed in Science

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	<p>national, and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED; or</p> <p>Bachelor's degree with 18 units in Professional Education with at least 120 hours Special Training in Science/Mathematics at the international, national and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED</p>	<p>Bachelor's degree with 18 units in Professional Education, plus Certificate Program for High School Non-Specialist Teachers in Science/Mathematics with minimum rating of 80% or its equivalent</p>	<p>and/or Mathematics (if applicable)</p>
Teaching Load	At least 4 teaching loads per day, all in Science or all in Mathematics or a combination thereof	At least 4 teaching loads per day, all in Science or all in Mathematics or a combination thereof	Individual Teacher's Program indicating daily subject load for the last three (3) School Years
Performance Rating	Average rating of Very Satisfactory for the last 3 school years	Average rating of Very Satisfactory for the last 3 school years	Performance Rating for the last three (3) school years

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Teaching Experience	At least 3 years experience in teaching Science and/or Mathematics as the end of the school year	At least 3 years experience in teaching Science and/or Mathematics as the end of the school year	Updated Service Records
Related Training	Continuing professional education-minimum of 40 hours training per year related to Science/ Mathematics, not previously used as basis for promotion through the Equivalent Record Form	Continuing professional education-minimum of 40 hours training per year related to Science/ Mathematics, not previously used as basis for promotion through the Equivalent Record Form	Certificates of Trainings completed in Science and/or Mathematics

2. It is emphasized in the said DepEd Orders that for a teacher to be qualified to the step increment, the teacher must have been **teaching Science and/or Mathematics continuously for the last three (3) school years prior to the cut-off date with at least 4 teaching loads daily**. The actual monthly basic salary of an incumbent teacher as of December 31 of a particular year shall be adjusted to the next three (3) salary steps effective January 1 of the next year, but not beyond Step 8. Below are illustrative examples to serve as guide.

Cut-off Period	Teaching Experience	Effective Date of Step Increment
December 31, 2021	SY 2018-2019 SY 2019-2020 SY 2020-2021	January 1, 2022
December 31, 2020	SY 2017-2018 SY 2018-2019 SY 2019-2020	January 1, 2021

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3. Further, the said guidelines identified the roles of the persons involved relative to the grant of the aforementioned benefit, details to wit:

<p>School Head</p> <ol style="list-style-type: none">1. Determine qualified teachers based on the review and evaluation of the following records and documents2. Prepare and submit Forms A and B together with the required supporting documents on or before the end of first quarter of each year (March 31).3. Submit the MS Excel template format of the forms through email to the Division HRMO – benefits.elsalvadorcity@deped.gov.ph
<p>Human Resource Management Officer (HRMO) / Administrative Officer (AO)</p> <ol style="list-style-type: none">4. Review the entries in Form A vis-à-vis the supporting documents submitted5. Prepare the <i>Summary Data of Science/Mathematics Teachers Qualified for the Grant of Salary Step Increments</i> to be approved by the Schools Division Superintendent6. Prepare the corresponding Notice of Salary Adjustment (NOSA) to be signed by the SDS7. Release the original copy of signed NOSA to the teachers concerned and shall furnish copies thereof, the DepEd-Regional Payroll Services Unit and the Government Service Insurance System (GSIS) (with ARA FORM C) for purposes of integrating their new salary rates in the monthly payroll and service records8. Prepare and submit to the Department of Budget and Management Regional Offices (DBM-ROs) the Plantilla of Personnel and Salary Adjustment Details and/or maintain a Registry of Science and Mathematics teachers already granted the salary steps increment in this regard9. Submit the approved Forms A and B to the Regional Office10. Prepare necessary payments of Salary Adjustments/Differentials
<p>Finance Section</p> <ol style="list-style-type: none">11. Compute for the monthly and annual funding requirements to implement this salary step increment, including related compensation and fixed expenditure adjustments12. Coordinate with HRMO/AO in the request for the release of special allotment and cash allocation for the purpose, in case there are no available savings

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4. Enclosed with this memorandum is the process flow for this purpose and other relevant documents which may serve as reference. All School Heads and Administrative Officer II are invited in the virtual orientation relative to this benefit **via MS Teams on March 11, 2022**. Personnel Unit will provide the link via email.
5. This Office reiterates that it adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions relative to this matter shall be based solely on the guidelines set forth with no bias/discrimination based on race, ethnicity, sex, age, disability, national origin, religion and/or political affiliation.
6. For information and guidance.

OLGA C. ALONSABE
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

BENEFITS

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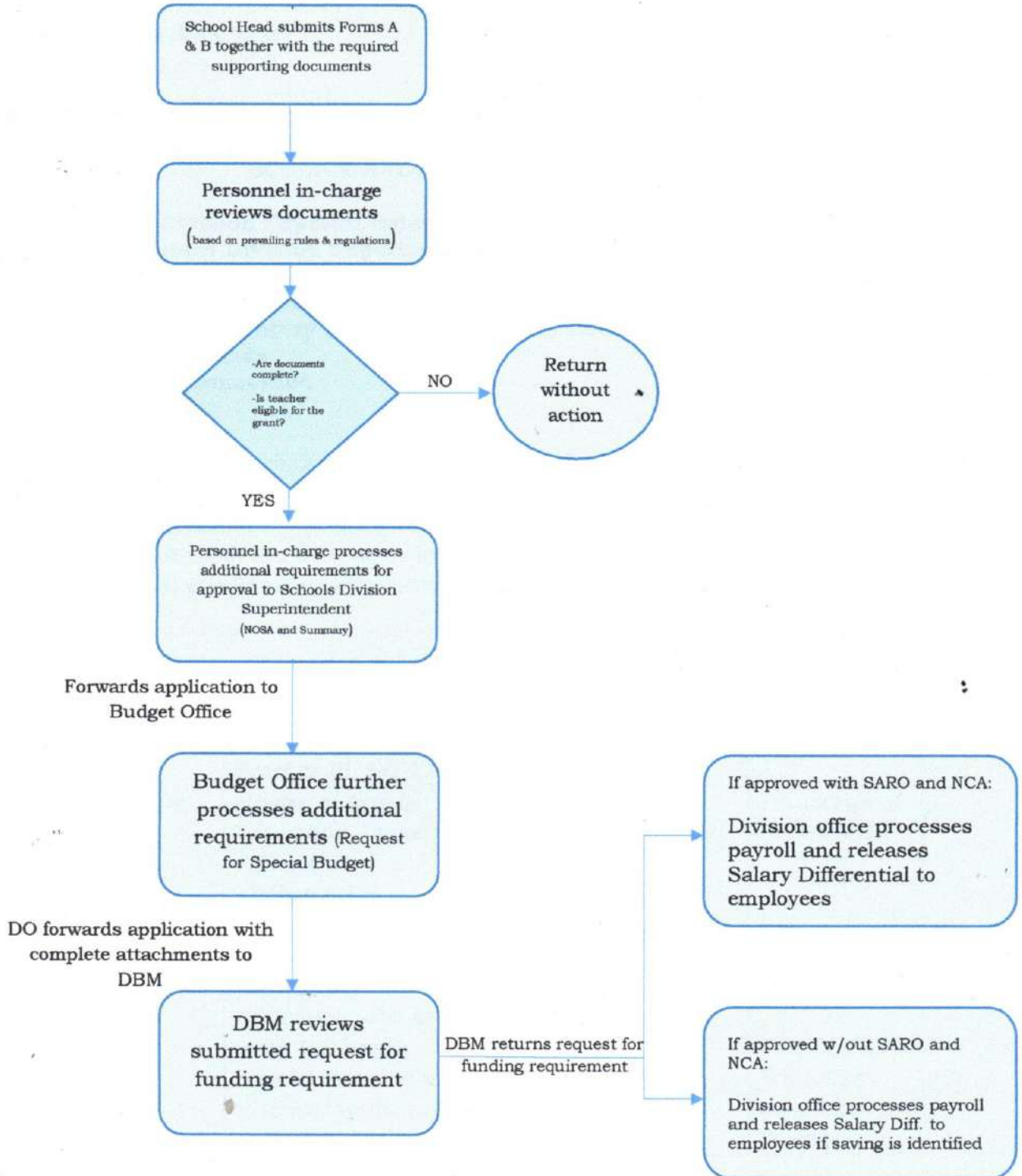


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Enclosure 1: Process flow



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