



## DepEd – DIVISION OF QUEZON

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"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

### Unnumbered Memorandum

To: All District Supervisors  
Coordinating Principals  
Elementary School Heads  
Secondary School Heads  
OICs/TICs  
All Concerned Personnel

From: **MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent

Subject: **CORRECTION AND PREVENTION OF ERROR IN THE COMPUTATION OF NOTICE OF STEP INCREMENT (NOSI) UPON SUBMISSION**

Date: **October 9, 2019**

In line with the submission of Notice of Step Increment (NOSI), this office observed that there are errors in the computation submitted by respective districts/schools. To avoid these errors, we had issued sample computation and all district supervisors, schools heads, clerks and other personnel involved in the preparation are advised to examine and check carefully before submission to Schools Division Office.

For strict compliance and appropriate action.

Admmda10/9/19  
DEPEDQUEZON-TM-SDS-04-010-001

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