



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

June 4, 2026

DIVISION MEMORANDUM

No. **359**, s. 2026

**IMPLEMENTATION OF ONLINE FILING OF APPLICATION FOR NOTICE OF
STEP INCREMENT (NOSI)**

To: Assistant Schools Division Superintendent
Chief SGOD & OIC Chief CID
Public Schools District Supervisors/Acting PSDS
Heads of Elementary and Secondary Schools
All Others Concerned

In our continuous effort to streamline administrative processes and promote a paperless environment, please be advised that the application and issuance of the **Notice of Step Increment (NOSI)** will transition to a fully digital format.

Effective **June 15, 2026**, all applications for step increments must be filed exclusively through the HRMIS Online Platform following the attached process flow.

To ensure a smooth transition from manual to digital filing, the following protocols shall be observed:

- All hard copy applications submitted to the Division Office on or before **June 11, 2026**, will be processed, approved, and released through the traditional manual transactional process.
- Starting **June 15, 2026**, the office will no longer accept physical documents. Any hard copies received after the deadline will be returned to the sender with instructions to apply via the online platform.
- Employees are encouraged to double-check all supporting documentation prior to HRMIS submission to ensure a seamless review and approval process.

All Administrative Officers (AO) II/ICT stationed in schools are hereby directed to fulfill critical responsibilities regarding the current application process. Specifically, they must provide hands-on support by assisting applicants in navigating the online platform and ensuring data accuracy.

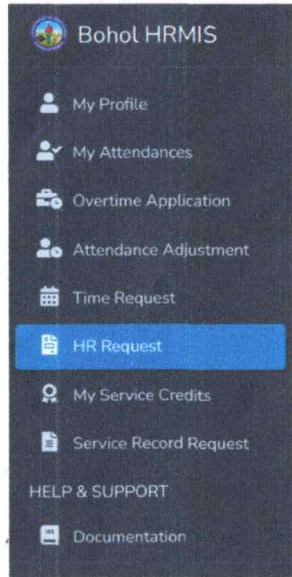
For technical concerns regarding the online portal or clarification on the new workflow, please contact Ms. Dorothy Tambis at the Human Resource Management Office (HRMO) or email at depedbohol.hrmo@deped.gov.ph.

For your information, guidance, and strict compliance.


FAY C. LUAREZ EdD, PhD.TM, CESO V
Schools Division Superintendent

STEP INCREMENT PROCESS FLOW

1. Log in to your HRMIS account
2. On the menu on the left side, select HR request



3. Under HR Request, select step increment request



4. Select the effective date of your next step and verify if the desired step is correct. Otherwise, input the correct step
5. Ensure that your current step is correct; otherwise, modify it

Employee: Position: Administrative Officer II Item No.:

Requested Effectivity Date: 15/05/2026 Salary Grade: 11 Current Step: 2 Next Step: 3

Salary basis year: 2026
Maximum available step for Salary Grade: 11: 8
Allowed range: 3 to 8

Current Monthly Salary: P31,820.00 Next Step Monthly Salary: P32,109.00 Monthly Salary Differential: P289.00

Remarks (Optional):
Additional notes or comments

Attachments:
Choose files...

6. Attach your appointment for your current position
7. Click submit request
8. Once request submitted, you can edit/delete/print your request under your "My HR Request"

My HR Requests

Search reference or remarks... All Types All Status dd/mm/yyyy dd/mm/yyyy

Reference	Type	Filing Date	Status	Amount/Details	Attachments	Actions
HRR-202605-HRA-001238 <small>May 03, 2026 11:28 AM</small>	Step Increment Request	May 03, 2026	Submitted	Step 1 → 2 Effective: May 03, 2026		<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>

9. Processing of the request will take some time and will be reflected in your pay slip.
10. Please do not submit another request if you have already submitted a hard copy. Otherwise, your request will be voided.
11. Some accounts already have existing step increment requests. Their submitted hard copies were the basis for the processing during the dry run.