



DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>

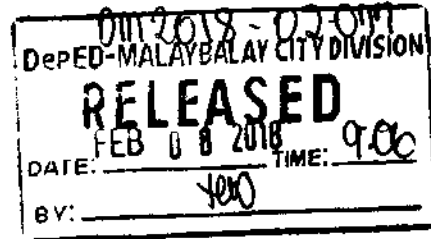


DIVISION MEMORANDUM

No. 077 s. 2018

TO: Chief Education Program Supervisors and Staff, CID and SGOD
All School Heads (Elementary and Secondary) except Bukidnon NHS
All Section Unit Heads and Staff
All Other Concerned
This Division

FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



DATE: February 6, 2018

RE: SUBMISSION OF NAMES OF TEACHERS WHO ARE PLANNING TO RETIRE ON 2019

1. Due to the ongoing Regional Workshop on the Preparation and Submission of FY 2019 Budget Proposal, this office hereby directs all the School Heads to submit List of Teachers who are retiring from service (mandatory/65 y.o. by 2019) and planning to retire (optional) by 2019 for computation of terminal leave and retirement gratuity benefit as one of the required reports to be submitted during the workshop following the template below:

Name of Retiree	Position	Date (Mo./Day/Year)			Highest Monthly Salary (per NOSA)	No. of Years in Service (upon retirement)
		Birth Date	Orig. Appt.	Retirement		
1.)						
2.)						

2. Deadline for submission is on February 9, 2018 in the morning for the Division Incharge to consolidate and compute for the terminal leave and retirement gratuity.

3. For compliance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE