



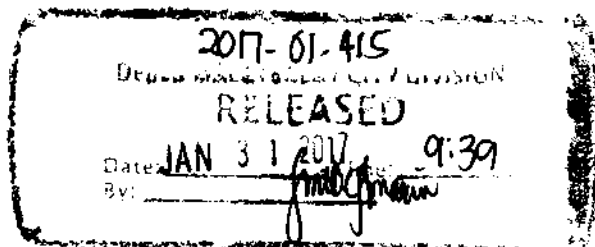
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>



DIVISION MEMORANDUM

No. 050 s. 2017

**TO : Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors
School Heads (Elem. & Secondary)
This Division**



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

DATE: January 27, 2017

**RE: SUBMISSION OF NAMES OF TEACHERS WHO ARE PLANNING TO RETIRE ON
2018**

Pursuant to Regional Memorandum 31, s. 2017, re: Regional Workshop on the Preparation and Submission of FY 2018 Budget Proposal, you are hereby directed to submit names of teachers who are retiring (mandatory / 65 y.o.) and planning to retire (optional) by 2018 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 at Retirement Date | Date (Mo. Day/Year) | | | Highest Monthly Salary (per NOSA) | No. of Years in Service (upon retirement) |
|-----------------|-----------------------------|---------------------|-------------|------------|-----------------------------------|---|
| | | Birth | Orig. Appt. | Retirement | | |
| 1.) | | | | | | |
| 2.) | | | | | | |

Deadline of submission is on **February 2, 2017** to give time to the Personnel Unit to consolidate and compute for the terminal leave and retirement gratuity.

For compliance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE