



Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

PM 2020-01-013  
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**DIVISION MEMORANDUM**

No. 013 s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM:** **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

**DATE:** January 8, 2020

**RE:** SUBMISSION OF NAMES OF TEACHERS WHO ARE PLANNING TO  
RETIRE ON 2021

1. This office hereby directs all the School Heads to submit List of Teachers who are retiring from service (mandatory/65 y.o. by 2021) and planning to retire (optional) by 2021 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 of submission is on **January 20, 2020** for the Division In-charge to consolidate and compute for the terminal leave and retirement gratuity due to the upcoming Regional Workshop on the Preparation and Submission of FY 2021 Budget Proposal,

3. For compliance.

Copy furnished:

Records Unit  
AO V File  
Personnel Unit

**TO BE POSTED IN THE WEBSITE**

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