



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM-2020-03-158
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 3/23/20 TIME: 3:55
BY: [Signature]

DIVISION MEMORANDUM

No. 158, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisor CID and SGOD
Implementing Unit (IU), Junior High School, and Elementary School Heads
All Others Concerned

FROM: For the Schools Division Superintendent


SUNNY RAY F. AMIT
Schools Division Superintendent

DATE: March 23, 2020

RE: DISSEMINATION OF REGIONAL MEMORANDUM NUMBER 141, S. 2020 RE: SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RELEASE OF SUB-ARO CHARGED TO THE LUMP-SUM FOR ADMINISTRATION OF PERSONNEL BENEFITS FOR CY 2020

1. This Office disseminates the herein Regional Memorandum No. 141, s. 2020 re: Submission of documentary requirements for the release of sub-ARO charged to the lump-sum for administration of personnel benefits for CY 2020.

2. Implementing Unit, Junior High School and Elementary School Heads are enjoined to submit their request for terminal leave benefit claims of their teachers who will be on mandatory/compulsory retirement this year. Thus, request must be supported with the following documentary requirements as follows:

- a. CS Form 6,
- b. Employee's Leave Card,
- c. Updated Service Record,
- d. NOSA,
- e. GSIS Clearance,
- f. GSIS Adjudication/Gratuity,
- g. Clearance as to Money/Property Accountability,
- h. Clearance as to No Pending Case,
- i. Certification of Last Payment,
- j. SALN,
- k. Last Day of actual service,





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- l. Application / letter of Intent to Retire,
 - m. Approved Memorandum by the Regional Director on the Payment of Money Value of the Retiree, and
 - n. In case of death of the retiree, a certified copy of PSA issued marriage contract.
-
3. For compliance and guidance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



Purok 6, Casisang, Malaybalay City
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Email: Malaybalay.city@deped.gov.ph



March 17, 2020

DepED-X
Cagayan de Oro City

MAR 18 2020

RELEASED

REGIONAL MEMORANDUM

No. 14, s. 2020

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RELEASE
OF SUB-ARO CHARGED TO THE LUMP-SUM FOR ADMINISTRATION OF
PERSONNEL BENEFITS FOR CY 2020**

To: **Schools Division Superintendents**
Public Secondary School Principals of Implementing Units
This Region

1. Relative to the new policy observed by the Department of Budget and Management Region X on the lump-sum for administration of personnel benefits, all requests for the issuance and release of Sub-ARO are now lodged at the Regional Office (RO).

2. All SDOs and Secondary IUs are enjoined to immediately submit their requests for terminal leave benefits of compulsory retirees. The requests must be supported with the following documents:

- a. CS Form 6,
- b. Employee's Leave Card,
- c. Service Record,
- d. NOSA,
- e. GSIS Clearance,
- f. GSIS Adjudication/Gratuity,
- g. Clearance as to Money/Property Accountability,
- h. Clearance as to no Pending Case,
- i. Certification of Last Payment,
- j. SALN,
- k. Last Day of Actual Service,
- l. Application/Letter of Intent to Retire,
- m. Approved Memorandum by the Regional Director on the Payment of Money Value of the Retiree, and
- n. In case of death of the retiree, a certified copy of a PSA issued marriage contract.



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DEPARTMENT OF EDUCATION
DepEd Region X – Northern Mindanao



3. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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