

Republic of the Philippines

Devartment of Education **REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY**

DEPED MALAYBALAY CITY DIVISION. RELEASED 23 by TIME: 3 ST

DIVISION MEMORANDUM

No. /5% , 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 Davision Superintendent

F. AMIT

Schools Division Superintendent

DATE:

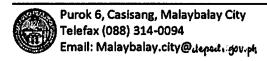
March 23, 2020

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

- 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



Republic of the Philiprines DEPARTMENT OF EDUCATION DepEd Region X - Northern Mindanao



March 17, 2020

DepED-X Cagayan de Oro City



REGIONAL MEMORANDUM No. 4, 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,
 - 1. 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.



The LEARNER: The heart of DepEd Region X.



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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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