



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

DM 2021-01-006
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: _____ TIME: 4:20
 JAN 07 2021
 [Signature]

DIVISION MEMORANDUM

No. 006, s. 2021

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

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

DATE: January 7, 2021

SUBJECT: Submission of Names of Teachers Who Are Planning to Retire on 2022

1. In preparation of the Regional Workshop on the Preparation and Submission of FY 2022 Budget Proposal, you are hereby directed to submit names of teachers who are retiring (mandatory / 65 y.o.) and planning to retire (optional) by 2022 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.)						

2. Deadline of submission is on **January 15, 2021** to give time to the Personnel Unit 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



Purok 6, Casisang, Malaybalay City

Telefax (088) 314-0094

Email: depedmalaybalay@gmail.com