



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

DAI-2022-01-024
DEPED MALAYBALAY CITY DIVISION
RELEASED 9:12 AM
DATE: JAN 12 2022
BY: [Signature]

DIVISION MEMORANDUM

No. DLU, s. 2022

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 11, 2022

SUBJECT: Submission of Names of Teachers Who Are Planning to Retire on 2023

1. In preparation of the Regional Workshop on the Preparation and Submission of FY 2023 Budget Proposal, you are hereby directed to submit names of teachers who are retiring (mandatory / 65 y.o.) and planning to retire (optional) by 2023 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 date	Orig. Appt.	Retirement		
1.)						
2.)						

2. Deadline of submission is on **January 20, 2022** 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