



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

2023-66405

DM-2023-01-017  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 19 2023 Time: 2:41  
By:                     

**DIVISION MEMORANDUM**

No. 017 s. 2023

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

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

**DATE:** January 19, 2023

**RE:** SUBMISSION OF NAMES OF TEACHERS WHO ARE PLANNING TO  
RETIRE ON 2024

1. All School Heads and the three (3) functional Division Heads and are hereby directed to submit names of Teaching and Non-Teaching permanent employees who are planning to retire - mandatory or optional on 2024. This is in preparation of report for the upcoming Regional Workshop on the Preparation and Submission of FY 2024 Budget Proposal. Kindly fill out the google sheet created for the purpose through this link [tiny.cc/planningtofire2024](https://tiny.cc/planningtofire2024) not later than January 23, 2023.

2. For compliance.

Copy furnished:

Records Unit  
Personnel Unit

**TO BE POSTED IN THE WEBSITE**



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