



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

2023-06-20
DM 2023-06-206
DEPED MALAYBALAY CITY DIV.
RELEASED
DATE: 6/2/23 TIME: 10:23
BY: [Signature]

DIVISION MEMORANDUM

No. 206, s. 2023

TO: School Heads of Implementing Units
This Division

[Signature]
FROM: CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

RE: On Separating/Retiring Teaching and Non-Teaching Personnel

DATE: May 31, 2023

1. This Office hereby directs School Heads of Implementing Units to require separating/retiring teaching and non-teaching personnel of your respective schools to secure from the Division Office ALL documentary requirements for such purpose such as but not limited to Division Clearance, Special Order for Release among others before issuing of the employees' Service Record (SR). The last entry of the SR must be the word **retired/resigned/transferred** whichever is applicable which shall be followed with "as per SO No....."
2. Further, the signing of the GSIS Application for Retirement/Separation/Life Insurance Benefits (Form No. 06302017-RET) on page 2 of 4 of the said form at the lower portion which is marked "TO BE FILLED OUT BY THE HEAD OF AGENCY OR HIS AUTHORIZED ENDORSING OFFICER" must be done in the Division Office.
2. This memorandum shall take effect immediately.
3. For guidance and strict compliance.

Copy furnished:

All Implementing Units
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



23 98 0000