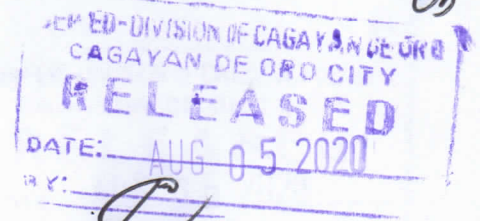




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

**TO : ALL SCHOOL ADMINISTRATORS**  
Elementary/Secondary Schools  
**: This Division**

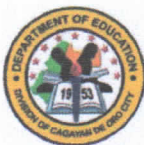
**From: : CHERRY MAE L. LIMBACO**  
Schools Division Superintendent

**Subject: : Submission of the List of Retirees for payment of Terminal**  
Leave and Retirement Gratuity Benefits for FY 2022

**Date : August 5, 2020**

The field is hereby required to submit the List of Optional and Mandatory (Compulsory) Retirees for Fiscal Year 2022 following attached template. Reports must be received by this Office on or before September 1, 2020 to give ample time for the consolidation to be submitted to the DepEd Regional Office X.

For information, guidance and strict compliance.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048

**BP 205**  
**LIST OF RETIREES**  
**FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS**  
**FY 2022**  
**(In Thousand Pesos)**

**A. MANDATORY/COMPULSORY**  
**(65 years old by year 2022)**

SCHOOL: _____		AGENCY: <b>DIVISION OF CAGAYAN DE ORO CITY</b>					
NAME OF RETIREE/S	POSITION AT RETIREMENT DATE	Date(Month/Day/Year)			Highest Monthly Salary (Per 2020 NOSA)	Terminal Leave	
		BIRTHDATE	ORIGINAL APPOINTMENT	DATE OF RETIREMENT		No. of Leave Earned	Credits SL
		(3)	(4)	(5)	(6)	(7)	(8)
(1)	(2)						
1.							
2							
3							
4							
5							
6							
7							
8							

PREPARED BY: \_\_\_\_\_

APPROVED: \_\_\_\_\_

POSITION \_\_\_\_\_

School Head/School Principal

**BP 205**  
**LIST OF RETIREES**  
**FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS**  
**FY 2022**  
**(In Thousand Pesos)**

**B. OPTIONAL**  
**(60-64 by year 2022)**

SCHOOL: _____		AGENCY: <b>DIVISION OF CAGAYAN DE ORO CITY</b>					
NAME OF RETIREE/S	POSITION AT RETIREMENT DATE	Date(Month/Day/Year)			Highest Monthly Salary (Per 2020 NOSA)	Terminal Leave	
		BIRTHDATE	ORIGINAL APPOINTMENT	DATE OF RETIREMENT		No. of Leave Earned	Credits SL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1							
2							
3							
4							
5							
6							
7							
8							

PREPARED BY: \_\_\_\_\_ POSITION \_\_\_\_\_

APPROVED: \_\_\_\_\_  
 School Head/School Principal