



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

March 25, 2020

DIVISION MEMORANDUM

No. 207, s. 2020

DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY
RELEASED
DATE: MAR 26 2020

To: Assistant Schools Division Superintendent
Schools Governance Operation Division (SGOD)
Curriculum Implementation Division (CID)
Public Secondary School Principals for Implementing Units
This Division

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

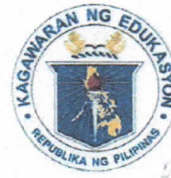
Subject: **SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE
RELEASE OF SUB-ARO CHARGED TO THE LUMP-SUM
FOR ADMINISTRATION OF PERSONNEL BENEFITS FOR
CY 2020**

1. As per Regional Memorandum No. 141 s. 2020 re Submission of Documentary Requirements for the release of Sub-ARO charged to the Lump-sum for administration of Personnel Benefits for CY 2020, the field is hereby informed to submit their requests for terminal leave benefits of compulsory retirees with the following supporting documents:
 - a. CS Form 6
 - b. Employee's Leave Card
 - c. Service Record
 - d. NOSA
 - e. GSIS Clearance
 - f. GSIS Adjudication / Gratuity
 - g. Clearance as to Money/ property Accountability
 - h. Clearance as to NO Pending Case
 - i. Certification of Last Payment
 - j. SALN
 - k. Last Day of Actual Service
 - l. Application / letter of Intent to Retire
 - m. Approved Memorandum by the Regional Director on the Payment of Money Value of the Retiree, and
 - n. In case of death of the retiree, a certified copy of PSA issued marriage contract.

2. Immediate and wide dissemination of this Memorandum is desired.



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



20-39937

March 17, 2020

DepED-X
Cagayan de Oro City

MAR 18 2020

RELEASED

REGIONAL MEMORANDUM

No. 141, s. 2020

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RELEASE
OF SUB-ARO CHARGED TO THE LUMP-SUM FOR ADMINISTRATION OF
PERSONNEL BENEFITS FOR CY 2020**

To: **Schools Division Superintendents**
Public Secondary School Principals of Implementing Units
This Region

1. Relative to the new policy observed by the Department of Budget and Management Region X on the lump-sum for administration of personnel benefits, all requests for the issuance and release of Sub-ARO are now lodged at the Regional Office (RO).

2. All SDOs and Secondary IUs are enjoined to immediately submit their requests for terminal leave benefits of compulsory retirees. The requests must be supported with the following documents:

- a. CS Form 6,
- b. Employee's Leave Card,
- c. Service Record,
- d. NOSA,
- e. GSIS Clearance,
- f. GSIS Adjudication/Gratuity,
- g. Clearance as to Money/Property Accountability,
- h. Clearance as to no Pending Case,
- i. Certification of Last Payment,
- j. SALN,
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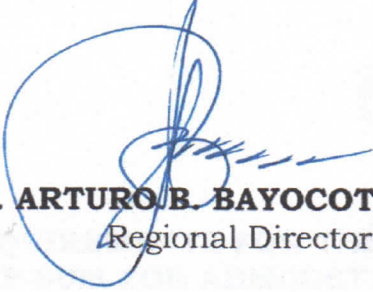
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Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Region X – Northern Mindanao



3. Immediate and wide dissemination of this Memorandum is desired.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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