



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-REYES
Schools Division Superintendent

Subject: : Submission of the List of Retirees for payment of Terminal
Leave and Retirement Gratuity Benefits for FY 2023

Date : November 8, 2021

The field is hereby required to submit the List of Optional and Mandatory (Compulsory) Retirees for Fiscal Year 2023 following attached templates. Reports must be received by this Office on or before November 29, 2021 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

A. MANDATORY/COMPULSORY
(65 years old by year 2023)

BP 205
LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2023

SCHOOL: _____ **AGENCY:** _____ **DIVISION OF CAGAYAN DE ORO CITY**

	NAME OF RETIREES	POSITION AT RETIREMENT DATE	Date (Month/Day/Year)			Highest Monthly Salary (Per 2021 NOSA)	Terminal Leave	
			BIRTHDATE	ORIGINAL APPOINTMENT	DATE OF RETIREMENT		No. of Leave Earned	Credits
	(1)	(2)	(3)	(4)	(5)	(6)	VL (7)	SL (8)
1								
2								
3								
4								
5								
6								
7								
8								

PREPARED BY: _____ APPROVED: _____
 POSITION _____ School Head/School Principal _____

B. OPTIONAL RETIREMENT
(60-64 years old by Year 2023)

BP 205
LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2023

SCHOOL: _____		AGENCY: _____		DIVISION OF CAGAYAN DE ORO CITY				
No.	NAME OF RETIREE/S	POSITION AT RETIREMENT DATE	Date(Month/Day/Year)		Highest Monthly Salary (Per 2021 NOSA)	Terminal Leave		
			BIRTHDATE	ORIGINAL APPOINTMENT		DATE OF RETIREMENT	No. of Leave Earned	Credits
1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2								
3								
4								
5								
6								
7								
8								

PREPARED BY: _____ **APPROVED:** _____
 _____ **School Head/School Principal**