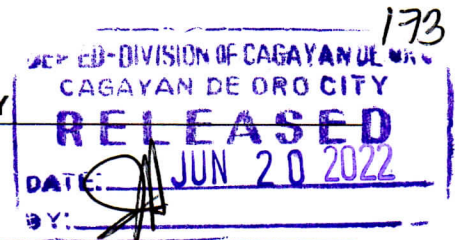




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



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 2024

Date : June 20, 2022

The field is hereby required to submit the List of Optional and Mandatory (Compulsory) Retirees for Fiscal Year 2024 following attached templates. Reports must be received by this Office on or before June 30, 2022 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

