



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 September 2022

DIVISION MEMORANDUM
No. 378 s.2022

RESIGNATION OF AN EMPLOYEE

TO: Assistant Schools Division Superintendent
CID and SGOD Personnel
All Elementary and Secondary School Heads and Principals
All Teaching and Non-Teaching Personnel
This Division

1. Resignation as defined by Civil Service Commission Omnibus Rules on Appointment and Other Human Resource Actions Rule X "Certain Modes of Separation-Documents Required for Record Purposes" Section 104 states that:

"Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the officer/authority. To constitute a complete and operative resignation of an official or employee, there must be written intention to relinquish the office, the acceptance duly served to the official or employee concerned."

2. This means that if the employee wishes to resign, the effectivity date should not be less than thirty (30) days from the date of the submission. However, it can be done earlier if it is mutually agreed upon by the employee and the appointing officer/ authority. In the absence of such agreement, the date should not be less than thirty (30) days from the date of submission.

3. In relation thereto, all employees of this division who wish to leave service/ resign must submit letter of resignation to this Office thirty (30) days before the effectivity date unless otherwise mutually agreed upon by employee and the officer/ authority.

4. This Office directs wide and immediate dissemination of this Memorandum.


CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent



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Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
RESIGNATION
RULES AND REGULATIONS

MN/DM – resignation of an employee
September 20, 2022



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