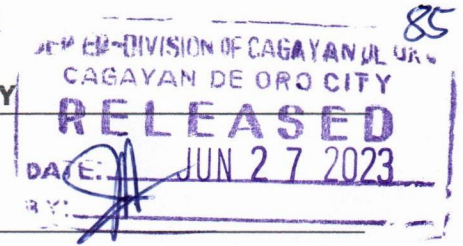




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division
Superintendent



MEMORANDUM

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

From: : **ROY ANGELO E. GAZO**
Schools Division Superintendent

Subject: : **Submission of the List of Retirees for payment of Terminal
Leave and Retirement Gratuity Benefits for FY 2025**

Date : June 22, 2023

The field is hereby required to submit the List of applicants for Optional (60-64 years old) and Mandatory (65 years old) Retirees for **Fiscal Year 2025** following attached templates. Reports must be received by this Office on or before July 14, 2023 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

SCHOOL: _____

BP 205

**LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2025**

DEPARTMENT: DEPARTMENT OF EDUCATION, REGION X

AGENCY: DIVISION OF CAGAYAN DE ORO CITY

MANDATORY RETIREMENT (65 YEARS OLD BY YEAR 2025)

NO.	NAME OF RETIREES	POSITION AT RETIREMENT DATE	BIRTHDATE	DATE HIRED / APPOINTED	Retirement DATE	Highest Monthly Salary (Per NOSA)	No. of Leave /SERVICE Credits Earned /Balance	
							VL	SL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

PREPARED BY: _____

NOTED BY: _____

SCHOOL HEAD

SCHOOL: _____

BP 205

**LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2025**

DEPARTMENT: DEPARTMENT OF EDUCATION, REGION X

AGENCY: DIVISION OF CAGAYAN DE ORO CITY

OPTIONAL RETIREMENT (60-64 YEARS OLD BY YEAR 2025)

NO.	NAME OF RETIREES	POSITION AT RETIREMENT DATE	BIRTHDATE	DATE HIRED / APPOINTED	Retirement DATE	Highest Monthly Salary (Per NOSA)	No. of Leave /SERVICE Credits Earned /Balance	
							VL	SL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

PREPARED BY: _____

NOTED BY: _____
SCHOOL HEAD