

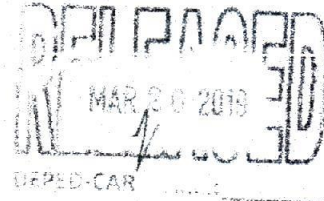


Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



March 21, 2019

REGIONAL MEMORANDUM
 111-2019



APPROVAL OF RETIREMENT/SEPARATION BENEFITS
 OF RETIRING EMPLOYEES

TO: Schools Division Superintendent
 All Others Concerned
 All Divisions

1. Pursuant to Republic Act No. 10154, the law mandates the release of the retirement pay, pensions, gratuities and other benefits of all retiring employees of the government in all branches, agencies and/or instrumentalities within thirty (30) days from their date of retirement.
2. To facilitate the timely processing of Application of Retirement and Separation Benefits of retiring personnel in your division, Schools Division Superintendent shall approve the said applications and submit directly to Government Service Insurance System (GSIS). It shall no longer be endorsed by the Regional Office.
3. The Division Office shall be responsible in checking the necessary required documents and submit approved applications to GSIS at least ninety (90) days prior to the effectivity date of the retiree's retirement.
4. For recording and monitoring, a Monthly Report on Retired/Separated Employees shall be submitted to the Regional Office. (Attached Template)
5. The Division Office shall secure Specimen Card Signatures from the Government Service Insurance System (GSIS) Branch where your Office is within their jurisdiction and submit the same specifying the authorized approving officer.
6. Immediate dissemination and compliance to this memorandum is desired.

To: All School Administrators, Principals & Teachers In-Charge
 (Elementary & Secondary) -
 FOR YOUR INFORMATION & APPROPRIATE ACTION
 FEDERICO B. MARTIN, Ed.D., CESO VI
 Schools Division Superintendent

MAY B. ECLAR, Ph.D., CESO V
 Regional Director

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3018
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3903
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

REPORT ON RETIRED/SEPARATED EMPLOYEES
FOR THE MONTH OF JANUARY 2019

DIVISION	SCHOOL/OFFICE	NAME			SEX	POSITION	EMPLOYEE NO.	ACTUAL MONTHLY SALARY	EFFECTIVITY OF RETIREMENT	REMARKS
		FAMILY NAME	FIRST NAME	MIDDLE NAME						

PREPARED BY:

CERTIFIED CORRECT:

ADMINISTRATIVE OFFICER IV (HRMD)

SCHOOLS DIVISION SUPERINTENDENT