

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

January 18, 2024

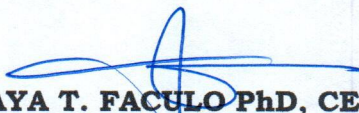
DIVISION MEMORANDUM

No. **042-2024**

ONLINE REPORTING FOR EMPLOYMENT SEPARATION

To: ALL Chief Education Supervisors
Public School District Supervisors
Education Program Supervisors
Public School Heads
Administrative Officers/Assistants/Designated Personnel
Others Concerned

1. In line with the Department of Education's commitment to efficient transactions and processes, the field is informed of the utilization of an Online Reporting Tool (ORT) for employment separation cases within the Division.
2. Effective January 22, 2024, all schools through their Administrative Officers/Administrative Assistants/Designated Personnel are requested to utilize the online reporting platform to promptly notify the Division Office of any instances of planned or employment separation among teaching and non-teaching personnel **before submitting the hard copy** to the Division Office. This includes transfers, resignations, retirements, and other unforeseen circumstances leading to employment termination.
3. It is also reiterated that all employees planning for retirement must notify the Office **at least 120 days before the retirement date and at least 30 days prior for other modes of separation**. The online reporting platform can be accessed through the e-admin services of our official website or through this link: <http://tinyurl.com/ORESTbag>.
4. This initiative aims to streamline the documentation process and facilitate quicker response times with the offices involved within the division.
5. Immediate and wide dissemination of this Memorandum is desired.


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Assistant Schools Division Superintendent
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"DepEd SDO Baguio City: We Serve, We Care."

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