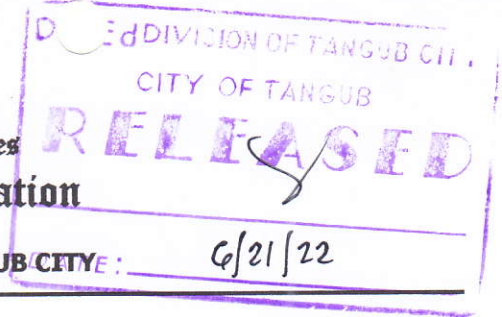




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

June 21, 2022

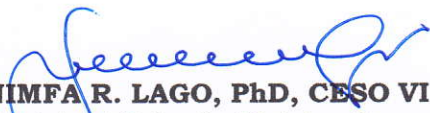

DIVISION MEMORANDUM

No. 101, s. 2022

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District In- Charge
Elementary and Secondary School Heads
All Others Concerned
This Division

SUBJECT: REITERATION ON FILING OF APPLICATION FOR RETIREMENT, RESIGNATION, AND /OR TRANSFER TO BE FILED AT LEAST ONE MONTH BEFORE THE EFFECTIVE DATE

1. It has come to the attention of this Office that many teachers and other employees submitted their letter of intent to retire, resign and/or transfer effective immediately.
2. In this connection, to expedite the processing of retirement, issuance of Certificate of Last Payment, and replacement of the personnel, this Office reiterates that the application should be filed at least one month before the effectivity date.
3. The Certification of Last Payment states the amount and period of the last salary received by the employee. If the overpayment is reflected thereof, the same must be settled or paid with the Division Cashier as a requirement of the Division Clearance.
4. To avoid overpayment, the last payment of salary shall be processed and paid by the Division Office through voucher mode of payment.
5. For immediate dissemination and strict compliance.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent 

Enclosed: None

Reference: Operations Manual

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

CERTIFICATION RETIREMENT SEPARATION TRANSFER RESIGNATION

NRL/drd/06-21-22



Address: Anecito Siete St. Mantic, Tangub City

Telephone: (088) 530 - 5988