



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

February 19, 2024

DIVISION MEMORANDUM

No. 100 , s. 2024

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 348, S. 2023 TILTED
REITERATION OF POLICIES RELATIVE TO PROCESSING OF APPLICATION
FOR RETIREMENT**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned
1. Attached is **Regional Memorandum No. 111, s. 2024** titled “**Corrigendum to Regional Memorandum No. 348, s. 2023 Tilted Reiteration of Policies Relative to Processing of Application for Retirement**”.
 2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EDD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

EMPLOYEES

OFFICIAL

POLICY

RETIREMENT



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Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS

FEB 15 2024

REGIONAL MEMORANDUM
 No. 111, s. 2024

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 348, S. 2023 TITLED
 REITERATION OF POLICIES RELATIVE TO PROCESSING OF APPLICATION FOR
 RETIREMENT**

To: Schools Division Superintendents
 All Others Concerned

1. Paragraph 3 of Regional Memorandum No. 348, s. 2023 is hereby modified and will read as follows;

X X X

To ensure the timely and expeditious release of the retirement pay, pension, gratuities and other benefits of all retiring DepED employees, it is directed that the complete requirements for retirement be submitted to the Regional Office not later than ninety (90) days prior to the actual date of retirement in relation to R.A. No. 10154 titled "An Act Requiring all concerned Government Agencies to Ensure Early Release of Retirement Pay, Pension, Gratuities and other Benefits of Retiring Government Employees."

X X X

2. It is emphasized that the submission of the application for retirement duly indorsed by the Schools Division Office even without the Legal and Provident Fund Clearances and Certificate of Last Payment (CLP) will be accommodated in the Regional Office provided the application for retirement is submitted to the Regional Office ninety (90) days before the retirement date. All required supporting documents must be attached to the indorsement of the Schools Division Office including the request for Legal Clearance.

3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
 Regional Director

Incl.: RM No. 348, s. 2023

Reference:

- R.A. No. 10154
- RM No. 202, s. 2021 dated May 07, s. 2021
- CSC Res. No. 1300237 dated January 30, 2013
- CSC Res. No. 1302242 dated October 01, 2023
- DepED Order No. 08, s. 2016
- DepED Order No. 01, s. 2017
- Memorandum dated May 08, 2020

Allotment 1 (R.O. 12, s. 1994)

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

EMPLOYEES OFFICIAL POLICY RETIREMENT

EFAB_ASD_RM_2024_001 dated 02152024



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