



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM:
No. 241 s. 2019

TO:

- All Elementary and Secondary School Heads
- Division Personnel
- Public Schools Division Supervisors
- All other concerned

FROM: IRENE S. ANGWAY
OIC- Schools Division Superintendent

DATE: October 28, 2019

SUBJECT: Reiterating the Approval of Retirement/Separation Benefits of Retiring Employees

1. Pursuant to Regional Memorandum No. 111 series 2019 and R.A No. 10154. The law mandates the release of 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 school, the Schools Division Superintendent shall approve the said applications and submit directly to Government Service Insurance System (GSIS). It shall no longer endorsed by the Regional Office.
3. The Division office thru the Administrative Officer V shall be responsible in checking the necessary required documents and submit approved applications to GSIS at least three (3) months or ninety (90) days prior to the effectivity of the retiree's retirement.
4. For recording and monitoring, a Monthly Report on Retired/Separated Employees shall be submitted to the Regional Office.
5. Immediate dissemination and compliance to this memorandum is desired.