




Republic of the Philippines  
Department of Education  
**Region XIII (Caraga)**  
Jose Rosales Avenue, Butuan City



**REGIONAL ADVISORY**

No. 04 s., 2018

To: All Schools Division Superintendents/  
Assistant Schools Division Superintendents/  
Administrative Officers V/HRMOs  
This Region

From:  **BEATRIZ G. TORNO, Ph. D., CESO IV**  
Regional Director

Subject: **SUBMISSION OF LIST OF COMPULSORY AND OPTIONAL PROSPECTIVE  
RETIRES FOR CY 2018**

Date: January 8, 2018

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In compliance with the **National Budget Call** with the Department of Budget and Management (DBM) for **Calendar Year 2019**, all schools divisions shall submit to the Regional Office through the Personnel Unit the lists of all retiring employees for CY 2019, either compulsory (**age 65 by 2019**) and optional (**age 60-64 by 2019**) retirement not later than **February 1, 2018** in hard and soft copies. Soft copies shall be sent to [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph) and [sherylpuyo@gmail.com](mailto:sherylpuyo@gmail.com), while hard copies to the Personnel Unit. See attached format in excel form. The attached format must be strictly followed for a systematic and faster consolidation.

This is done in order to address the proper procedures in the preparation of the FY 2019 Budget and in accordance with the ongoing Public Financial Management (PFM) and Public Expenditure Management (PEM) reforms.

For immediate compliance.