



**MEMORANDUM**

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

From:   
FRANCIS CESAR B. BRINGAS  
Regional Director

Subject: **SUBMISSION OF LIST OF COMPULSORY AND OPTIONAL PROSPECTIVE  
RETIRES FOR CY 2020**

Date: January 31, 2019

In compliance with the National Budget Call with the Department of Budget and Management (DBM) for Calendar Year 2020, all schools divisions shall submit to the Regional Office through the Personnel Unit the lists of all retiring employees for CY 2020, either **compulsory (age: 65 by 2020)** and **optional (age: 60-64 by 2020)**.

Deadline for submission is not later than **February 15, 2019** in hard and soft copies. Soft copies shall be sent to [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph) or [sherylpuyo@gmail.com](mailto:sherylpuyo@gmail.com), and one (1) hard copy to the Personnel Unit. See attached format in excel form. The attached format must be strictly followed for a systematic and faster consolidation.

For immediate compliance.

PS/srp  
01/31/2019

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