



Republic of the Philippines
Department of Education
 CARAGA REGION



February 4, 2021

REGIONAL MEMORANDUM
 No. 060, s. 2021

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 ADMINISTRATIVE OFFICERS V/DIVISION HRMOs
 This Region

SUBMISSION OF LIST OF COMPULSORY AND OPTIONAL
 PROSPECTIVE RETIREES FOR CY 2022

1. In compliance with the National Budget Call with the Department of Budget and Management (DBM) for Calendar Year 2022, all Schools Division shall submit to the Regional Office through the Personnel Unit the List of all Retiring Employees for CY 2021, for **compulsory** (age: **65 by 2022**) and **optional** (age: **60-64 by 2022**).
2. Deadline for submission is not later than February 15, 2020 and shall be sent to caraga.personnel@deped.gov.ph.
3. Please see attached format in excel form. The attached format must be strictly followed for a systematic and faster consolidation.
4. For immediate compliance.

FRANCIS CESAR B. BRINGAS, CESO V
 Director IV
 Regional Director

Encls.: None

Reference: None

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

EMPLOYEES RETIREMENT

PER/srp
 2/4/2021



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