



Republic of the Philippines
Department of Education
 CARAGA REGION



May 7, 2021

REGIONAL MEMORANDUM
 No. 276, s. 2021

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION HRMOs
 This Region

SUBMISSION OF DOCUMENTS FOR TERMINAL LEAVE BENEFITS PAY OF MANDATORY
 RETIREES FOR FY 2021

- To maximize the allocation for payment of Terminal Leave Benefits for **Mandatory Retirees**, the deadline for submission of documents for issuance of SARO will be on August 31, 2021.
- The remaining allocation after all Mandatory Retirees have been paid shall be given to Schools Division Offices with pending request for payment of Terminal Leave Benefits of Optional Retirees.
- For information, guidance and compliance.

EVELYN R. FETALVERO, CESO IV
 Director IV
 Regional Director *gr*

Encls.: NONE
 Reference: NONE
 To be indicated in the Perpetual Index
 under the following subjects:

LEAVE BENEFITS EMPLOYEES RETIREMENT

PER/srp
 5/7/2021



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