



February 3, 2020



REGIONAL MEMORANDUM
No. 087, s. 2020

**SUBMISSION OF LIST OF COMPULSORY AND OPTIONAL PROSPECTIVE
RETIREEES FOR CY 2021**

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS/
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS/
ADMINISTRATIVE OFFICERS V/HRMOS
This Region**

1. In compliance with the National Budget Call with the Department of Budget and Management (DBM) for Calendar Year 2021, all Schools Division shall submit to the Regional Office through the Personnel Unit the List of all Retiring Employees for CY 2021, either **compulsory (age: 65 by 2021)** and **optional (age: 60-64 by 2021)**.
2. Deadline for submission is not later than **February 17, 2020** in hard and soft copies. Soft copies shall be sent to caraga.personnel@deped.gov.ph and one (1) hard copy to the Personnel Unit.
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 III
OIC, Office of the Regional Director

PS/srp
02/05/2020



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