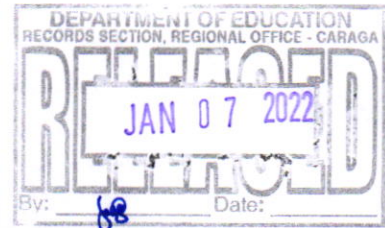




Republic of the Philippines
Department of Education
CARAGA REGION



January 6, 2021

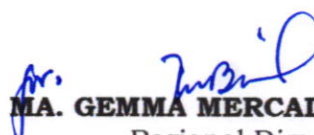
REGIONAL MEMORANDUM

No. 007, s. 2022

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

SUBMISSION OF LIST OF MANDATORY AND OPTIONAL
PROSPECTIVE RETIREES FOR CY 2023

1. In compliance with the National Budget Call with the Department of Budget and Management (DBM) for Calendar Year 2023, all Schools Division shall submit to the Regional Office through the Personnel Unit the List of all Retiring Employees for CY 2023, for **compulsory** (age: **65 by 2023**) and **optional** (age: **60-64 by 2023**).
2. Deadline for submission is not later than **January 31, 2022** 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.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: None

Reference: None

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

EMPLOYEES RETIREMENT

PER/srp
01/06/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph

