



MEMORANDUM

To : All Schools Division Superintendent
Administrative Officer V / HRMOs
This Region

From :  **FRANCIS CESAR B. BRINGAS, CESO IV**
OIC, Regional Director

Subject : **SUBMISSION OF FUNDING REQUIREMENTS FOR PERSONNEL FOR FY 2020 BUDGET**

Date : February 11, 2019



As required by the **Finance Division**, the following funding requirements for personnel benefits for FY 2020 must be submitted on or before February 13, 2019:

- Loyalty Pay
- Step Increment due to length of service
- Terminal Leave (TL) Retirement Gratuity benefits for compulsory and optional retirees
- Step Increment due to meritorious performance
- Monetization of Leave Credits

For your guidance and compliance.

PS/srp
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(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph