



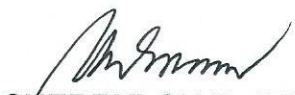
Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
DIVISION OF CAVITE  
Trece Martires City



(139)

## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID and OIC Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

FROM:   
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF LIST OF TEACHING AND NON-TEACHING  
PERSONNEL WHO ARE PLANNING TO RETIRE FOR FY 2017**

DATE: March 2, 2016

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You are hereby advised to submit a List of teaching and non-teaching personnel along with their respective service record in your district/school who are planning to retire for FY 2017 to the Personnel Section on or before March 10, 2016.

Likewise, please be informed that only teachers and non-teaching personnel on the list will be included in the budget allocation of retirement benefit for the said year.

For your information, guidance and strict compliance.

Widest dissemination of the Memorandum is highly desired.