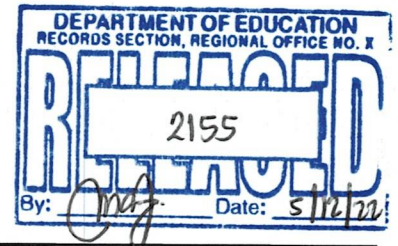




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



May 10, 2022

REGIONAL ORDER
No. 014, s. 2022

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RELEASE
OF FUNDS FOR OPTIONAL RETIREES CHARGED TO THE LUMP-SUM
FOR ADMINISTRATION OF PERSONNEL BENEFITS FOR CY 2022

To: Schools Division Superintendents
Public Secondary School Principals of Implementing Units

1. Per new policy observed by the Department of Budget and Management (DBM) Region X as a result of the significant reduction in the FY 2022 Pension and Gratuity Fund (PGF), all requests for the release of funds for Terminal Leave Benefits (TLB) of various optional retirees of the Schools Division Offices (SDOs) shall be charged against any available allotment for Personnel Services (PS) savings due to the following instances:

- a. Comprehensively released allotment for Administration of Personnel Benefits (APB) lodged at the regional office; and
- b. Any available PS allotment that may be realized from unspent compensation of employees on account of the following, as cited under Item 5.3.3 of the National Budget Circular (NBC) No. 587:
 - i. Incurrence of leave of absence without pay;
 - ii. Vacant positions on account of termination, resignation, transfer, retirement, or separation;
 - iii. Delay in the actual assumption of duty from the date of appointment;
 - iv. Suspension and other disciplinary sanctions;
 - v. Erroneous computation of PS benefits; and
 - vi. Other similar instances.

2. All SDOs and Secondary IUs shall immediately submit their requests for the optional retirees' terminal leave benefits. The requests must be supported with the following documents:

- a. Certification that there is no savings generated as cited under Item 5.3.3 of NBC No. 587,
- b. CS Form,
- c. Employee's Leave Card,



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- d. Service Record,
- e. NOSA,
- f. GSIS Clearance,
- g. GSIS Adjudication/Gratuity,
- h. Clearance as to Money/Property Accountability,
- i. Clearance as to no Pending Case,
- j. Certification of Last Payment,
- k. SALN,
- l. Last Day of Actual Service,
- m. Application/Letter of Intent of Retiree,
- n. Approved Memorandum by the Regional Director on the Payment of Money Value of the Retiree, and
- o. In case of death of the retiree, a certified copy of a PSA issued marriage contract.

3. This Office directs the strict compliance with this Order.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

ACCOUNTING BUDGETING REPORTS

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