



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

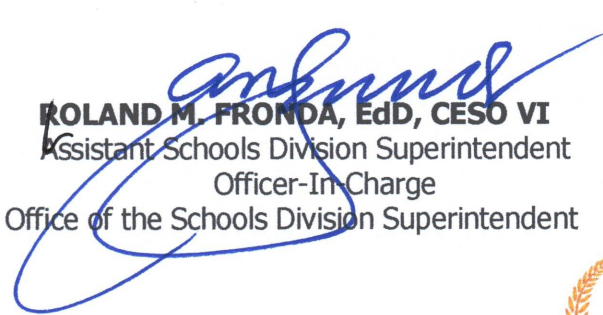
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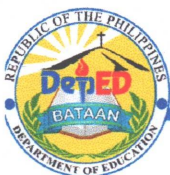
**DIVISION MEMORANDUM**  
NO. 059, s. 2022

**REGIONAL IMPLEMENTATION ON THE RELEASE OF FUNDS FOR PAYMENT OF  
TERMINAL LEAVE BENEFITS FOR CY 2022**

**To:** OIC-Assistant Schools Division Superintendent  
Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
SDO Personnel  
All Others Concerned

1. In accordance with Regional Memorandum No. 113, s. 2022, the Department of Education Region III, San Fernando City, Pampanga, issued memorandum to cover the procedure on the request and release of funds for the payment of terminal leave benefits of compulsory and optional retirees during CY 2022.
2. The FY 2022 regionwide lumpsum appropriation for Administration of Personnel Benefits comprehensively released to DepEd Regional Office III, amounting to Thirty-Three Million Four Thousand Pesos (P33,004,000.00) shall be utilized for payment of the said benefits.
3. Based on the evaluated request, the DepEd Regional Office III, shall issue corresponding Sub-allotment Release Order (Sub-ARO) to the concerned Schools Division Office (SDO)/Implementing Unit (IU). Upon receipt of the Sub-ARO, the SDO/IU shall request for the release of Notice of Cash Allocation or pay the said benefit chargeable against its available Common Fund Balance.
4. For immediate compliance.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



*"We Mould Heroes"*

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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2061100



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

RECEIVED  
FEB 21 2022

BY: *[Signature]*

**REGIONAL MEMORANDUM**

No. 143, s. 2022

**TO : Schools Division Superintendents  
: Principals of Secondary Schools Implementing Units**

CORDS SECTION, REGIONAL OFFICE III  
RECEIVED  
0713  
FEB 21 2022

**REGIONAL IMPLEMENTATION ON THE RELEASE OF FUNDS FOR PAYMENT  
OF TERMINAL LEAVE BENEFITS FOR CY 2022**

1. This Memorandum is issued to cover the procedure on the request and release of funds for the payment of terminal leave benefits of compulsory and optional retirees during CY 2022.
2. The FY 2022 regionwide lumpsum appropriation for Administration of Personnel Benefits comprehensively released to this Office amounting to Thirty-Three Million Four Thousand Pesos (P33,004,000.00) shall be utilized for payment of the said benefits.
3. Accordingly, all Schools Division Superintendents and Principals of Secondary Schools Implementing Units are advised to submit to this Office, Finance Division, the request for release of allotment to cover the payment of terminal leave benefits of retirees together with the certified copy of the following supporting documents:
  - 3.1 Approval of Retirement from the GSIS Office
  - 3.2 Office/School Clearance
  - 3.3 Latest Notice of Salary Adjustment
  - 3.4 Certificate of Last Day of Service
  - 3.5 Certificate of Leave Credits or approved CSC Form 6
  - 3.6 Computation of Terminal Leave Benefits
  - 3.7 Certificate of No Available Savings; and
  - 3.8 List of Actual Retirees to be Paid
4. Based on the evaluated request, this Office shall issue the corresponding Sub-allotment Release Order (Sub-ARO) to the concerned Schools Division Office (SDO)/Implementing Unit (IU). Upon receipt of the Sub-ARO, the SDO/IU shall either submit to the Department of Budget and Management Regional Office III a request for the release of Notice of Cash Allocation or pay the said benefit chargeable against its available Common Fund balance.
5. Compliance is earnestly desired.

*[Signature]*  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

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