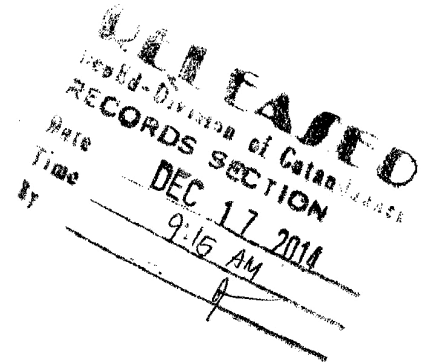




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



December 17, 2014



MEMORANDUM TO:

School Principals of Implementing Units

In connection with the application for retirement of employees from your respective schools, please be informed that the following documents shall be submitted to the Office of the Schools Division Superintendent:

1. Indorsement from the School Principal
2. Application for Retirement (Form No. 02282014-RET)
3. Application for Life Insurance Benefit (Form No.03102014-ALIB)
4. Service Record reflecting the one (1) salary grade increase (for teaching and teaching-related positions) and effective date of retirement
5. Notice of Salary Adjustment (for teaching and teaching-related positions only)
6. School Clearance
7. Division Clearance Certification (Leave of Absence Without Pay)
8. Certification (Last Day of Service)
9. Certification of No Pendency Case
10. Declaration of Pendency/Non-Pendency of Case

Applications for Retirement and Life Insurance Benefits shall be **signed** by the **Schools Division Superintendent** as the Head of Agency.

Only applications with **complete documents** will be indorsed by the Schools Division Superintendent to the GSIS.

For information and guidance.

JOSE L. DONCILLO CESO, VI
Schools Division Superintendent