Republic of the Philippines
Department of Education
REGION I

DEPED REGIONAL OFFICE I
RELEASED
APR 30 2020
BY: 04167

Office of the Regional Director

REGIONAL MEMORANDUM
No. **214** ,s. 2020

REQUESTS FOR TERMINAL LEAVE BENEFITS FOR FY 2020

To: Schools Division Superintendents
Secondary School Principals

1. Relative to the processing of Terminal Leave Benefits (TLB) of retirees for FY 2020, this Office through the Finance Division informs the Schools Division Offices (SDOs) that the TLB shall be released by this Office through the issuance of Sub-ARO.

2. In view of this, the SDOs are requested to submit the following documentary requirements to support their requests:

a. Basic Request signed by the School Heads (For Secondary Schools-IUs)
b. Indorsement of the Schools Division Superintendent (For Secondary Schools-IUs)
c. Basic Request signed by the Schools Division Superintendent (For SDOs)
d. List of Actual Retirees to be Paid (LARP)
e. Updated Service Record
f. Latest Notice of Salary Adjustment (NOSA)/Notice of Step Increment (NOSI)
g. Statement of Leave Credits Earned.
h. Certified Photocopy of Leave Cards

3. For other queries, please get in touch with the Finance Division at **(072) 682-23-24 local 116** or e-mail at **fd.region1@deped.gov.ph**.

4. For information and guidance.

TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: None
Reference: National Budget Circular No. 578, 01-06-2020
To be indicated in the Perpetual Index
Under the following subjects:

BENEFITS LEAVE
EMPLOYEES

FD-BS/sav/RMO001
April 30, 2020