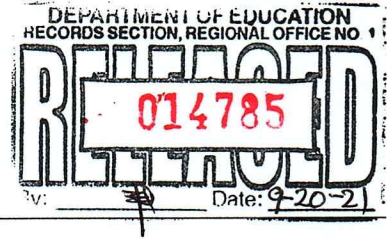




Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

SEP 20 2021

REGIONAL MEMORANDUM
 No. 1059, s, 2021

REQUEST FOR TERMINAL LEAVE BENEFITS

To: Schools Division Superintendents
 Secondary School Principals

1. The Lump-Sum Appropriation for Terminal Leave Benefits lodged at the Regional Office in the total amount of FORTY-SEVEN MILLION FIFTY-SIX THOUSAND PESOS ONLY (Php47,056,000.00) has already been exhausted.
2. Requests for the above-mentioned benefits shall be indorsed to the Department of Budget and Management for the release of Special Allotment Release Order and corresponding Notice of Cash Allocation. Anent to this, you are hereby advised to address your request to the DBM Regional Director, thru this office.
3. For other queries, please get in touch with Ms. Susan A. Villanueva of the Finance Division at (072) 682-2324 local 116 or thru CP Number 09065150965.
4. Attached are the documentary requirements for the request.
5. For immediate dissemination and compliance.

TOLENTINO G. AQUINO
 Director IV

Encl.: None

Reference: _____

To be indicated in the Perpetual Index
 Under the following subjects:
 Financial Reports
 Agency Performance Review

FD-BS/sav/Memo



DepEd Region 1: Built on character; empowered by competence.



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Republic of the Philippines
Department of Education
Regional Office I

**Documentary Requirements to Support the Requests for
Terminal Leave Benefits for FY 2020**

1. Basic Request signed by the School Heads (For Secondary Schools-IUs)
2. Indorsement of the Schools Division Superintendent (For Secondary Schools-IUs)
3. Basic Request signed by the Schools Superintendent (For SDOs)
4. List of Actual Retirees to be paid (LARP)
5. Updated Service Record
6. Latest Notice of Salary Adjustment (NOSA)/ Notice of Step Increment (NOSI)
7. Statement of Leave Credits Earned.
8. Certified Photocopy of Leave Cards