



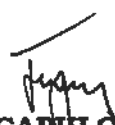
Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM
No. 61 s. 2020

TO : **Schools Division Superintendents**
Principals of Secondary School Implementing Units (IUs)

RELEASE OF FUNDS FOR PAYMENT OF TERMINAL LEAVE BENEFITS

1. The CY 2020 regionwide lumpsum appropriation for administration of personnel benefits, particularly the payment of terminal leave benefits of compulsory retirees, was comprehensively released to the Regional Office totaling to Nineteen Million Eight Hundred Twenty-Four Thousand Pesos (19,824,000.00).
2. Accordingly, all Schools Division Offices and Secondary School Implementing Units are advised to submit to this Office, Finance Division, request for release of allotment for the payment of terminal leave benefits of compulsory retirees, together with the certified copy of the following supporting documents:
 - 2.1 Approval of Retirement
 - 2.2 Office Clearance
 - 2.3 Latest Notice of Salary Adjustment
 - 2.4 Certificate of Last Day of Service
 - 2.5 Certificate of Leave Credits or approved CSC Form 6
 - 2.6 Computation of Terminal Leave Benefits
 - 2.7 Certificate of No Available Savings
3. Based on the evaluated request, this Office shall issue the sub-allotment release order (Sub-ARO) to the concerned Implementing Unit. Likewise, it shall request DBM Regional Office III the release of the Notice of Cash Allocation (NCA) direct to the MDS account of the said Implementing Unit.
4. Considering the limited amount of the appropriation, as compared with the previous years, the release of funds for this purpose shall be on a first-come, first-serve basis.
5. On the other hand, request for release of funds for payment of terminal leave benefits of optional retirees shall continue to be submitted to the DBM Regional Office III, together with the required supporting documents, chargeable against the Pension and Gratuity Funds (PGF).
6. Widest dissemination of this Memorandum is desired.


NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

fin1/fin2



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph

