



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building Sudlon , Lahug ,Cebu City



September 12, 2019


DIVISION MEMORANDUM

No. 541, s. 2019

**SUBMISSION OF NAMES/LIST OF PARTICIPANTS FOR THE UPCOMING
FUTURE RETIREES ORIENTATION PROGRAM**

To: **Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/Elem.& Sec. School Heads
Elementary/Secondary Public School Teachers
And All Others Concerned**

1. In line with the upcoming retirement program for our future retirees, this Office hereby directs the field to ensure the submission of a consolidated list of future retirees 2019 (teaching and non-teaching personnel) per district, including those who were not able to attend last year and those who are planning to retire next year.
2. Public Schools District Supervisors are directed through their HRD Coordinators to submit a soft copy (preferably in excel file) of the consolidated list indicating the future retirees' names, school/station and date of retirement to this email address: lgmonteroso@gmail.com (Attention: Mr. Louie G. Monteroso, EPS II-HRD) on or before September 19, 2019.
3. The consolidated list per district shall serve as basis for the selection of participants to the upcoming Orientation Program for Future Retirees which has been scheduled this coming last week of September.
4. Future retirees in the Division Office are likewise enjoined to pre-register at SGOD-HRDS not later than the above-mentioned date of submission.
5. Wide dissemination of and strict compliance of this Memorandum is desired.


RHEA MARA ANGTUD, Ed.D.
Schools Division Superintendent

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