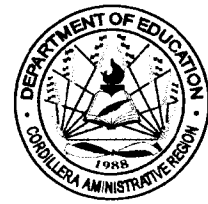




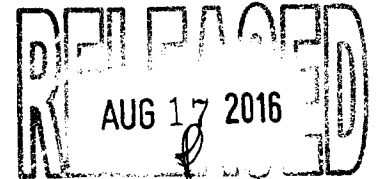
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



August 16, 2016

**REGIONAL MEMORANDUM**

No. 224 s. 2016

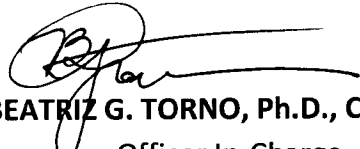


**EARLY SUBMISSION OF LETTER OF INTENT TO RETIRE**

DEPED-CAR Time: \_\_\_\_\_

TO: Schools Division Superintendents  
Secondary School Principals/School Heads

1. In relation to CSC Resolution No. 1302242 dated October 1, 2013 entitled Amendments to the Implementing Rules and Regulations of Republic Act No. 10154, Otherwise Known as an Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees as disseminated by DepED Order No. 49, s. 2013, this guideline is issued:
  - a. Employees/Teachers who opt to retire earlier than the mandatory retirement age should submit their letter of intent to retire six months prior to the effectivity of their retirement. This is to guide the School Heads/Schools Division Superintendent in their career planning and succession program to avoid prolonged vacancy in Schools/Schools Division Offices.
2. Immediate dissemination of this Memorandum is desired.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
Officer In-Charge  
Office of the Regional Director

Reference: DepED Order No. 48, s. 2013

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
LEGISLATIONS

OFFICIALS  
RETIREMENT

RULES AND REGULATIONS