



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 21, 2021

REGIONAL MEMORANDUM

No. **000392**, s. 2021

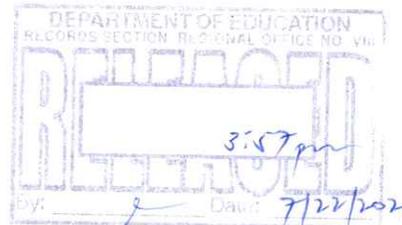
SUBMISSION OF FUND REQUEST FOR FY 2021 TERMINAL LEAVE BENEFITS (TLB) OF MANDATORY AND OPTIONAL RETIREES

To: Schools Division Superintendents
Implementing Units Secondary School Heads
All Others Concerned

1. To facilitate the downloading of the Regional Lump-Sum for **Terminal Leave Benefits (TLB)** to the Schools Division Offices and Implementing Units and to determine the available balance from the said fund, you are hereby directed to submit your **estimated fund request for unpaid retirees from January to June 2021 and mandatory and optional retiree for the month of July to December 2021** using the attached template to this Regional Office, **Attention: The Finance Division – Budget Section** on or before **August 15, 2021**.
2. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

FD-BS-GJNC



Republic of the Philippines
Department of Education
REGIONAL OFFICE VIII - EASTERN VISAYAS
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED

Retired from the service January to June 2021 (Unpaid)			
No.	Name	Date of Retirement	Total Terminal Leave Benefit Claim
1			
2			
3			
4			
5			
	Sub-Total		0
Due to retire July to December 2021			
No.	Name	Date of Retirement	Total Terminal Leave Benefit Claim
1			
2			
3			
4			
5			
	Sub-Total		0
	Grand-Total		0

Prepared by:

Human Resource Officer/Personnel Officer

Approved by:

Schools Division Superintendent