



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

4969

March 15, 2022

REGIONAL MEMORANDUM

No. **212**, s. 2022

ADDITIONAL REQUIREMENT FOR RETIREMENT AND OTHER PURPOSES

To: Schools Division Superintendents
All Others Concerned

- To expedite the processing of claims for retirement/survivorship and issuance of Clearance due to resignation, transfer and other modes of separation from the service, the submission of **Certification of Last Salary Received** from the Schools Division Office (SDO) shall be required by this Regional Office.
- The Certification shall state among others the amount and period of last salary received by the employee. Should there be overpayment thereof, the same must be settled or paid with the Cashier of the SDO.
- The Schools Division Superintendent shall designate the concerned Unit or Section to prepare, sign and issue the said Certification and ensure compliance with this requirement. Non-submission of this Certification shall cause the documents to be returned to the requesting party without favourable action.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

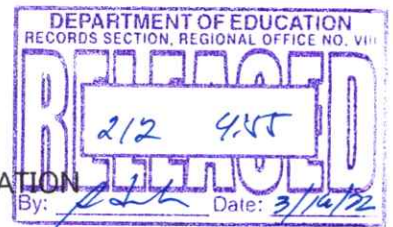

EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: None

Reference: Operations Manual

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

CERTIFICATION	RETIREMENT	SALARY	SEPARATION
SURVIVORSHIP	TRANSFER	RESIGNATION	



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