



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of Cebu Province

May 26, 2023


DIVISION MEMORANDUM

No. 175, s. 2023

**SUBMISSION OF REPORT OF PERSONNEL EXPECTED TO RETIRE IN CY 2023
UNDER THE COMPULSORY RETIREMENT PROGRAM OF GSIS**

To: **Public Schools District Supervisors**
ESP/SSP/ School Heads
Administrative Officers 2
Bookkeepers

1. For the proper information and guidance of all who would be retiring from the service this current year under the Compulsory Retirement Program of GSIS, the field is hereby directed to accomplish the herein enclosure to this memorandum and submit the same on or before June 5, 2023.
2. The intent of this requirement is to foretell the number of personnel who would be forced to retire at the age of 65, the mandatory retirement age in the civil service, with less than 15 years in the service.
3. The report will be the basis of this office in coming up with activities to help facilitate in the timely filing of applications for the extension of service necessary to complete the 15 years of government service, to qualify for retirement pensions.
4. As expected, the report, once submitted, is presumed to have been prudently prepared by the responsible personnel chosen by the PSDS, with the certification of the PSDS that the same is correct and verified, to prevent misreporting of data.
5. For strict compliance and widest dissemination.


SENEN PRISCILO P. PAULIN, Ed. D., CESO V
Schools Division Superintendent <

SPPP/jcd

**Report of Personnel Expected to Retire in CY 2023
under the Compulsory Retirement Program of GSIS**

District of: _____

Name of Personnel	Date of 65th birthday	Total Length of Service (years and months)

Prepared by: _____

Certified Correct:

Public Schools District Supervisors

Note: The total length of service may include appointments under "Substitute" status of employment. Contracts or MOAs, or other modes of employment that did not undergo CSC attestation are not considered as government services for purposes of computing the Total Length of Service or TLS.