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Office of the President

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MEMORANDUM NO. 225

Series of 2013

T	O:	Mr. Apolinario T. Bandalan	Prof. Norma B. Mesorado
		Dr. Emma S. Data	Prof. Lucy B. Paloma
		Dr. Monina M. Escalada	Ms. Avelina V. Galenzoga
		Mr. Edilberto T. Gonzaga	Dr. Lolita R. Gonzal
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R E: Submission of Written Expression of Intent to Retire

CSC Memorandum Circular No. 7, Series of 2013 disseminating the Implementing Rules & Regulations (IRR) of RA 10154. Section 8 of said IRR mandates the employer-agency to send the retiring employee a letter not later than one (1) year prior to the effectivity date of his/her retirement, informing him/her to submit his/her expression of intent to retire. Furthermore, Section 9 of said IRR is herewith quoted to wit:

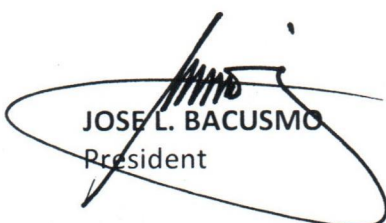
"Section 9. Responsibilities of Retiring Employees:

The retiring employee shall:

- a. Submit a written expression of intent to retire indicating the desired date of retirement and the retirement package he/she intends to avail at least one hundred twenty (120) days prior to his/her actual retirement date;
- b. Submit the complete documentary requirements prescribed by the employer-agency not later than one hundred (100) days prior to the actual/intended date of retirement.

In view of this, you are therefore notified to submit your written expression of intent to retire within 120 days from your expected retirement date and to submit your complete retirement documents to ODAHRD at least 100 days prior to the effectivity date of your retirement.

Please be guided accordingly.


JOSE L. BACUSMO
President