



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

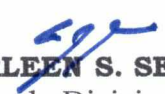
MAR 31 2023

MEMORANDUM

SUBMISSION OF BP 205 LIST OF RETIREES FY 2024

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All other concerns

1. The field is hereby informed of the submission of the BP 205 List of Retirees mandatory and optional for FY 2024 of Schools Division Office – Muntinlupa.
2. The School Administrative Officers will prepare the report and save it as Excel and PDF files. The report will be uploaded at <https://tinyurl.com/BP205-FY2024-SUBMISSION> not later than **April 4, 2023 at 12:00 NN.**
3. BP 205 PDF file must be signed by the School Administrative Officer II/HR in charge and certified correct by the School Head before uploading it to the drive.
4. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

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

RETIRED LEAVE TERMINAL PAY

HR-SB/ MEMO/ 108/ March 27, 2023

UN-2023-108



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdo.muntinlupa@gmail.com



BP 205

FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2024

DEPARMTENT : DepEd - National Capital Region						AGENCY DepEd - Division of Muntinlupa					☒ Mandatory ☐ Optional		
Name of Retirees and Retirement Law	Position of Retirement Date	Date (Mo/Day/Year)				Highest Monthly Salary (Per NOSA)	Service Credit	TERMINAL LEAVE			RETIREMENT GRATUITY		
		Birth	Original Appointment	Retirement	Actual Salary			Number of Leave Credits Earned			Total Credible Services	No. of Gratuity Months	Total Amount
								VL	SL	Amount			
(1)	(2)	(3)	(4)	(5)		(6)		(7)	(8)	(9)	(10)	(11)	(12)
For GSIS Members:													
I. Under RA No. 1616													
II. Other Retirement Laws:													
RA 8291 OPTION 1													
TOTAL													-
PREPARED BY:				CERTIFIED CORRECT:				NOTED:				DATE:	
ADMINISTRATIVE OFFICER II				SCHOOL HEAD				Schools Division Superintendent				DAY/MO/YR	