



Department of Education  
Region III

**DIVISION OF PAMPANGA**

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**Division Memorandum**

No. 34, S. 2018

To : School Heads of Elementary and Secondary Schools/OICs/Others Concerned  
From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
Subject : **ONLINE ENCODING FOR THE SUBMISSION OF RETIREES FOR CY 2019**  
Date : January 15, 2018

1. In preparation for the Fiscal Year 2019 Budget Proposal, you are hereby directed to encode the List of Retirees for CY 2019 (Optional/Compulsory) and employees who will be on leave (with or without pay) of your respective school/district through this Google link: <https://tinyurl.com/RETIREESFY2019> on or before January 24, 2018.
2. This Office stressed to conserve the resources, thus printing should be the last option.
3. For immediate compliance and widest dissemination.

**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

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