



POSTED

Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 032, s. 2025

JAN 14 2025

TO: Assistant Schools Division Superintendent  
Elementary and Secondary School Heads  
(School-Based) Administrative Officers II and Administrative Assistants II  
All others concerned

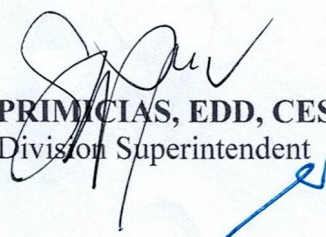
FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR  
RESIGNATION/RETIREMENT/TRANSFER**

Date: **January 10, 2025**

**PARTICULARS**

1. To ensure smooth and fast processing of application for retirement and resignation of employees, this Office advises all applicants to submit their documentary requirements to the Records Unit two (2) months prior to the effectivity date of retirement, resignation, or transfer.
2. For information, dissemination and strict compliance.

  
**SHEILA MARIE A. PRIMICIAS, EDD, CESO VI**  
OIC-Schools Division Superintendent



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*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

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