



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



29 October 2020

Regional Memorandum

THE USE OF AVAILABLE SAVINGS FOR FY 2020 PAYMENT OF TERMINAL LEAVE BENEFITS (TLBs) IN ALL SCHOOLS DIVISIONS OFFICES

To **Schools Division Superintendents**

1. In connection with the payment of Terminal Leave Benefits of teachers, teaching-related and non-teaching personnel in DepEd CALABARZON which were processed in the Regional Office Finance Division, please be informed that the Budget Allocation for FY 2020 for TLB has been exhausted thus all Schools Divisions Offices and Implementing Units are authorized to use their available savings for the payment of FY 2020 terminal leave benefits per DBM Circular No. 578, Guidelines on the Release of Funds for FY 2020.
2. All pertinent documents processed in the Regional Office Finance Division will be returned to your respective offices starting October, 2020 through your designated Liaison Officer. Proper authorization shall be provided to them in getting said documents.
3. For immediate compliance.


RUTH L. FUENTES
Assistant Regional Director

fd/lae



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