



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

February 3, 2023

DIVISION MEMORANDUM

No. 037, s. 2023

**POLICY ON RESIGNATION OF TEACHING, RELATED-TEACHING
AND NON-TEACHING PERSONNEL**

To: Asst. Schools Division Superintendent
Chiefs, CID/SGOD
School Heads, Public /Secondary School
All Others Concerned

1. This office releases to the field the guidelines and policies on resignation in reference to the 2017 Omnibus Rule on Appointment and Other Human Resource Action (Revised July 2018) Rule X, Sec 104:
 - a. The employee shall tender a resignation letter addressed to the Schools Division Superintendent indicating that he/she voluntarily relinquishes his/her position effective on a specific date which shall **not be less than thirty (30) days from the date of such notice** or earlier as mutually agreed upon by the employee and the appointing officer/authority.
 - b. In the interest of service, the School Division Superintendent may set date of effectivity of the resignation, but shall not be earlier than the date specified in the letter or 30 days from submission thereof;
 - c. The employee shall remain in office and continue his/her duties and responsibilities pending the receipt of the action taken by School Division Superintendent;
 - d. A resignation shall only be complete and operative when there is a written intention to relinquish the office, acceptance by the School Division Superintendent and a written notice of such acceptance duly served to the employee concerned.
 - e. The employee is required to submit to this office a clearance that signifies that he/she has no money or property accountabilities or pending liabilities.
2. The foregoing guidelines and policies are set to give the management ample time to recruit and select for a replacement in order not to disrupt the operation of the office or school and a considerable time for a smooth transition of responsibilities.
3. Wide and immediate dissemination of and compliance with this memorandum are desired.


GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V
Schools Division Superintendent

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