



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

05 JUN 2023

DIVISION MEMORANDUM

No. 394, s. 2023

**EXIT ASSESSMENT FOR RETIRING AND RESIGNING TEACHING
AND NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Others Concerned

1. The Schools Division of Negros Oriental complies with the mandate “to continuously develop its services to the rank of teachers, school managers, and non- teaching personnel” and this is also given importance in the Governance of Basic Education Act of 2001 (RA 9155). This office, through the Human Resource Development Section (HRDS) and the Monitoring and Evaluation (M & E) Section requires **all retiring and resigning teaching and non-teaching personnel** to accomplish the following links prior to accomplishing their Division clearance:

Teaching: <http://bitly.ws/GdDw>
Non-Teaching: <http://bitly.ws/GdEE>

2. For inquiries and technical assistance, please contact the Human Resource Development Section (HRDS) at (035) 225-6180 and look for Ms. Iryll or Ms. Geraldine.
3. For the information and guidance of all concerned.

By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS EdD, JD.
Assistant Schools Division Superintendent
Office In-Charge

6/2/23



NCO/JMA-MKP-NLR/SGOD/RBP/imsm
June 2, 2023

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