

DRN: III-FO-HRMDD-PAS-A-COMM-24-03—16185-C

## MEMORANDUM

**TO :** ALL CONCERNED PERSONNEL  
DSWD Field Office III

**FROM :** THE REGIONAL DIRECTOR

**SUBJECT :** SIGNIFYING INTENT TO RETIRE FOR FY 2025 – A  
REQUEST FOR NECESSARY FUNDING REQUIREMENTS

**DATE :** 11 MAR 2024

In light of the recent circular issued by the Department of Budget and Management (DBM Circular No. 2024-1, dated 31 January 2024), regarding the Processing of Requests for the Monetization of Leave Credits (MLC) for Fiscal Year (FY) 2024, we are reaching out to all eligible employees considering optional retirement within the next fiscal year (FY 2025).

The DBM Circular highlights the necessity of prudent fiscal management, especially concerning the Pension and Gratuity Fund (PGF) as stipulated under the FY 2024 General Appropriations Act (Republic Act No. 11975). Due to a reduction in the appropriated amount for PGF, there is a heightened need to ensure the availability of funds for Retirement Gratuity/Terminal Leave (RG/TL) Benefits and Pensions.

As part of our commitment to ensuring a seamless transition for our retiring personnel, and in anticipation of the required funding for Terminal Leave Benefits, ***we kindly invite those contemplating optional retirement in FY 2025 to signify their intent at the earliest convenience.*** This proactive measure will greatly assist in the preparation and allocation of necessary funding, ensuring that your deserved benefits are promptly and efficiently processed upon retirement.

Please understand that this request is not intended to hasten your decision to retire but rather to facilitate a smooth and well-prepared process for those who have decided to embark on this new chapter. Your indication of intent will in no way obligate you to retire if you choose otherwise at a later date.

To express your intent or for any inquiries regarding this process, please contact the Human Resource Management and Development Division – Personnel Administration Section by ***May 31, 2024.*** Your timely response will be greatly appreciated and will significantly contribute to our collective effort in planning and budgeting effectively for our workforce's future.

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We thank you for your dedication and service, and we aim to support you through every step of your transition into retirement, ensuring that it is as rewarding and fulfilling as your career has been.

For your information and compliance.

  
DIR. VENUS F. REBULDELA