Date:

**APPLICATION LETTER OF INTENT TO RETIRE**

**JONATHAN S. DELA PEÑA, PhD, CESO V**

*Schools Division Superintendent*

Department of Education

Misamis Oriental

Sir:

I hereby apply for a retirement/separation from the Department of Education, Division of Misamis Oriental, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and declare to the best of my knowledge the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name | First Name | Middle Name | Employee No. |
| Date of Birth (mm/dd/yyyy) | | Age upon Retirement: | |
| Complete Mailing Address | | Place of Birth | |
| Place of Assignment (District/School) | | Position Title | |

I affirm that the information indicated above have been accomplished by me, and are true and correct.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature over printed name)

Approved by:

**JONATHAN S. DELA PEÑA, PhD, CESO V**

*Schools Division Superintendent*