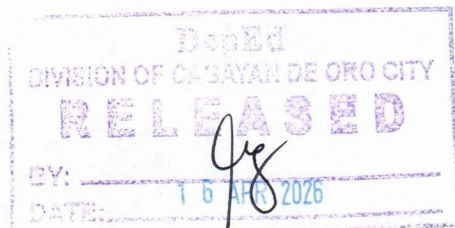




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

15 April 2026

DIVISION MEMORANDUM

No. 755 s.2026

Updated Procedures for Resignation Process and Submission of Form 6

TO: Assistant Schools Division Superintendent
Chiefs of Functional Divisions (CID and SGOD)
School heads (Elementary and Secondary)
Administrative Officer II
All Others Concerned
This Division

1. To ensure efficiency and accuracy in personnel transactions, please be informed of the updated procedures for the resignation process and the submission of Form 6 in the Division Office.
2. All personnel intending to resign are required to submit their resignation during the **first week of the month** to avoid discrepancies in payroll services.

Resignation Process

Old Process:

Step 1:

Letter of intent to be submitted and approved by the Schools Division Superintendent (SDS)

Step 2:

HR will transmit the Acceptance of Resignation

New Process:

Step 1:

Letter of intent to be submitted and reviewed by the Human Resource (HR) Unit

Step 2:

HR will prepare the Acceptance of Resignation, attaching the letter of intent, for approval of the SDS



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Office of the Schools Division Superintendent
Submission of Form 6

Submission of Form 6 shall be done every **first and third week of the month** (except for Wellness Leave).

Failure to submit within the prescribed schedule shall affect the concerned Administrative Officer II's performance rating in their respective IPCRF.

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM PERSONNEL TRANSACTIONS
April 15, 2026



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