



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

EVALUATION/LIST OF REQUIREMENTS FOR TERMINAL LEAVE PAY (DBM)

TO: PERSONNEL UNIT, DEPED NCR DATE: _____

NAME: _____ POSITION: _____

SCHOOL: _____ EFFECTIVITY DATE: _____

WHO WILL PREPARE	REQUIREMENTS	REMARKS
Applicant/ School	☐ 1. 3 copies of Duly accomplished retirement application (GSIS Form) ☐ 2. 3 copies of Letter of intent to retire/resign ☐ 3. 3 copies of NSO marriage certificate for married woman ☐ 4. Justification for late claim (if applicable) <u>Additional requirements in case of Deceased Retiree</u> ☐ a. Copy of the deceased retiree’s death certificate ☐ b. PSA Marriage contract (if applicable) ☐ c. Birth Certificate of deceased children ☐ d. Judicial or extra judicial settlement of estate (duly notarized)	
Schools Division Office	☐ 1. 3 original copies with official seal of updated service record (with certification of inclusive dates of leave without pay, if any) ☐ 2. 3 original copies of LWOP ☐ 3. 3 original copies Latest Notice of Salary Adjustment ☐ 4. 3 original copies of Statement of leave credit earned certified by the HRMO (statement of VL/SL or certificate of S.O. if service credits) ☐ 5. 3 original copies of CS Form 6 ☐ 6. 4 original copies of LARP (DBM form) ☐ 7. Certification that the applicant has not yet paid the terminal pay signed by Accounting/Finance. ☐ 8. Accomplished Checklist of Requirements	

Action Required:

- ☐ Submission of lacking document/s
- ☐ Correction of Entries
- ☐ Compliance of Deficiency

Assessment:

- ☐ For Indorsement
- ☐ For Return to applicant/school

Evaluated by:

Indorsed by:

GENESIS ANN B. GONZALES
Administrative Officer IV - HRMO II

MELITON P. ZURBANO
Schools Division Superintendent



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Sipac-Almacen, Navotas City
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