



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
CITY OF NAGA, CEBU

CHECKLIST FOR GSIS RETIREMENT

NAME: _____ SCHOOL: _____
ADDRESS: _____ EMPLOYEE NO: _____

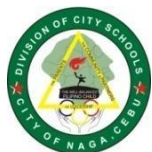
- _____ 1. Endorsement
- _____ 2. GSIS Application Form
- _____ 3. Declaration of Pendency/Non-Pendency of Case
- _____ 3. Updated Service Record
- _____ 4. Certificate of LAWOP
- _____ 4. Division Clearance
- _____ 5. Administrative Clearance
- _____ 6. Certificate of Last Payment (CLP)
- _____ 7. Provident Loan Clearance

Checked by:

School Head

Reviewed by:

REEMAN CLYDE N. MAÑACAP
Administrative Officer IV – HRMO II



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