**Terminal Leave / Retirement Gratuity Benefit Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* [ ]  CSC Form 6
* [ ]  Certificate of Highest Salary Received from Personnel Section, DepEd Regional Office
* [ ]  Terminal Leave Computation
* [ ]  Approved Letter of Intent to Retire
* [ ]  PSA Certificate of Marriage (for change of name of married women)
* [ ]  Certificate of Leave of Absence & Computation
* [ ]  Statement of Leave Credits Earned and Enjoyed (Certified by HRMO)
* [ ]  Complete Service Record
* [ ]  Certificate of Last Payment (CLP)
* [ ]  Latest NOSA/NOSI
* [ ]  Application from GSIS (Form No. 06302017-RET)
* [ ]  PSIPOP (Plantilla) with Retiree’s Name
* [ ]  Original Leave Card
* [ ]  Certificate of Last Appointment
* [ ]  Clearance of Money and Property Accountabilities from District and SDO
* [ ]  Clearance/Approval from GSIS
* [ ]  Statement of Assets, Liabilities, and Net Worth (SALN)
* [ ]  SARO (if applicable)

 **For Superintendent only:**

* [ ]  Clearance form DepEd Regional Office & DepEd Central Office

 **Additional Requirement in case of death claims:**

* [ ]  Decision/ Designation of Beneficiaries
* [ ]  Affidavit of Next Kin/Legal Heirs
* [ ]  Marriage Contract
* [ ]  Death Certificate
* [ ]  Birth Certificate
* [ ]  Birth Certificate of Beneficiaries
* [ ]  GSIS Application for Survivorship
* [ ]  Waiver of Rights (Optional)
* [ ]  Birth Certificate of Beneficiaries

I hereby certify that above documents are complete and arranged as per checklist.

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Signature over Printed Name / Date

Email Address:

Contact Number/s: