**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: