**ONE SALARY GRADE HIGHER UPON RETIREMENT**

**(TERMINAL LEAVE BENEFITS)**

**\_\_\_\_(date)\_\_\_\_**

**C E R T I F I C A T I O N**

**TO WHOM IT MAY CONCERN:**

This is to certify that as per certification of last payment issued by the ***Regional Payroll Services (RPS)or (name of school, if autonomous),*\_\_\_(name of applicants for TLB)\_\_,**former **\_\_(position title)\_**in the **Division of \_\_(name of division)\_\_**who retired effective**\_(effectivity date of retirement)\_**received the salary of **\_(present salary)\_**per month.

This is to certify further that Ms. **(family name of applicant)**is entitled to one salary grade higher upon retirement in the amount of **\_(amount of one salary grade higher)\_**, per DECS, CHED, GSIS and DBM Joint Circular No. 1-97, s. 1997, pursuant to Republic Act No. 4670, otherwise known as “The Magna Carta for Public School Teachers.”

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Regional Director

**TEAHUB REF. NO.:** TM01-21-\_\_\_\_

ROA/P

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| **DATA PRIVACY NOTICE: Data and information in this form are intended exclusively for the purpose of this transaction. This will be kept by the process owner for the purpose of verifying and authenticating identity of the clients. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.** |