



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

RETIREMENT CHECKLIST

TEAHUB NO.: _____

Name: _____

Position: _____

Division: _____

- Letter of Intent to Retire/Authorized Beneficiaries
Approved by: RD (ROP), SDS (SDO)
- Indorsement from the SDS
- Filled-up GSIS Application Form
- Updated Service Record
- Certificate of Last Payment (from the Regional Payroll Services)
- if Autonomous from respective School
- Certificate of No Pending Administrative Case
(get from the Schools Division Office, Legal Section if Non-Teaching Personnel)
(get from the Regional Office, Legal Unit for Teaching Personnel)
- School Clearance
- Division Clearance
- Ombudsman Clearance
- DepEd Central Office Clearance
(for Third Level Position - RD/ARD/SDS/ASDS, etc.)

Additional Requirements in case of death claim:

Live birth, marriage contract and death certificate

Additional Requirements for ROP

- SALN (as of the last day of Actual Service)
- IPCRF

Remarks: _____

Checked by: _____



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