

## Republic of the Philippines

## **Department of Education**REGION IV-A CALABARZON

## TERMINAL LEAVE CHECKLIST

**TEAHUB No.:** 

Name:	
Position:	
Division:	
Approved Application for Terminal Leave	Copy of Last Appointment/CSC
(CSC Form 6) Certificate of Last Payment (from Regional Payroll Services) - if Autonomous from respective School	Appointment Statement of Assets, Liabilities and Net Worth (SALN)
Complete Service Record	Latest Notice of Step Increment/Salary Adjustment (NOSI/NOSA)
Certificate of Leave of Absences & TL Computation	PSIPOP (Plantilla)
Certification on the Conversion of VL/SL (that no payment of PVP was made)	Original Leave Card
Statement of Vacation/Sick Leave Credits (Certified by HRMO)	Copy of GSIS Application for Retirement & Other Social Insurance Benefits
Certificate of Highest Salary Received	Approved Letter of Intent to Retire (must be approved by the SDS)
Clearance of Money and Property Accountabilities from School/District & Division Office	Certificate of No Pending  (get from the Schools Division Office, Legal Section if Non-Teaching Personnel)  (get from the Regional Office, Legal Unit for Teaching Personnel)
Clearance/Approval from GSIS	PSA Marriage Certificate for change of name of married women
Ombudsman Clearance (COA-Circular No. 2023-004)	Special Order (if any)
Additional Requireme	nt for SDS only
Clearance from Regional and Central Office	
Additional Requirements in case of Death	
Claim  Decision/Designation of Beneficiaries – from the Regional Office – Legal Unit	Remarks:
Affidavit of Next of Kin/Legal Heirs	
PSA Marriage Contracty	
PSA Death Certificate	
PSA Birth Certificate of Beneficiaries	Checked by:
Waiver of Rights (Optional)	

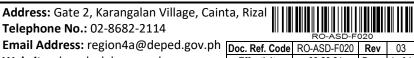




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Effectivity



Certificate No. PHP QMS 22 93 0085