



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

TERMINAL LEAVE CHECKLIST

TEAHUB No.: _____

Name: _____

Position: _____

Division: _____

<input type="checkbox"/> Approved Application for Terminal Leave (CSC Form 6) <input type="checkbox"/> Certificate of Last Payment (from Regional Payroll Services) - if Autonomous from respective School <input type="checkbox"/> Complete Service Record <input type="checkbox"/> Certificate of Leave of Absences & TL Computation <input type="checkbox"/> Certification on the Conversion of VL/SL (that no payment of PVP was made) <input type="checkbox"/> Statement of Vacation/Sick Leave Credits (Certified by HRMO) <input type="checkbox"/> Certificate of Highest Salary Received <input type="checkbox"/> Clearance of Money and Property Accountabilities from School/District & Division Office <input type="checkbox"/> Clearance/Approval from GSIS <input type="checkbox"/> Ombudsman Clearance (COA-Circular No. 2023-004)	<input type="checkbox"/> Copy of Last Appointment/CSC Appointment <input type="checkbox"/> Statement of Assets, Liabilities and Net Worth (SALN) <input type="checkbox"/> Latest Notice of Step Increment/Salary Adjustment (NOSI/NOSA) <input type="checkbox"/> PSISOP (Plantilla) <input type="checkbox"/> Original Leave Card <input type="checkbox"/> Copy of GSIS Application for Retirement & Other Social Insurance Benefits <input type="checkbox"/> Approved Letter of Intent to Retire (must be approved by the SDS) <input type="checkbox"/> 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) <input type="checkbox"/> PSA Marriage Certificate for change of name of married women <input type="checkbox"/> Special Order (if any)
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Additional Requirement 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
 Affidavit of Next of Kin/Legal Heirs
 PSA Marriage Contracty
 PSA Death Certificate
 PSA Birth Certificate of Beneficiaries
 Waiver of Rights (Optional)

Remarks:

Checked by:



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