
 Schools Division Office of Imus City		Document Title:	
		RETIREMENT CHECKLIST	
NAME:		CONTACT NO.:	
REQUIREMENTS:		REQUIRED COPIES	REMARKS
Letter of Intent to Retire/Authorized Beneficiaries Approved by: RD (ROP), SDS (SDO)		3	
Indorsement from the SDS		3	
Filled-up GSIS Application Form		3	
Updated Service Record		3	
Certificate of Last Payment (from the Regional Payroll Services) - if Autonomous from respective School		3	
Certificate of No Pending Administrative Case (get from the Regional Office, Legal Section)		3	
School Clearance		3	
Division Clearance		3	
DepEd Central Office Clearance (for Third Level Position - RD/ARD/SDS/ASDS, etc.)		3	
Additional Requirements in case of death claim:			
Live birth, marriage contract and death certificate		3	
Additional Requirements for ROP:			
SALN (as of the last day of Actual Service)		3	
IPCRF		3	
EVALUATED BY:			
DATE:			

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