



<div><div>Schools Division Office of Imus City</div></div>		Document Title: <div>TERMINAL LEAVE CHECKLIST</div>	
NAME:		CONTACT NO.:	
REQUIREMENTS:	REQUIRED COPIES	REMARKS	
Approved Application for Terminal Leave (CSC Form 6)	3		
Certificate of Last Payment from the School	3		
Complete Service Record	3		
Certificate of Leave of Absences & T/L Computation	3		
Certification on the Conversion of VL/SL (that no payment of PVP was made)	3		
Statement of Vacation/Sick Leave Credits (Certified by the HRMO)	3		
Certificate of Highest Salary Received	3		
Clearance of Money and Property Accountabilities from District & DO	3		
Clearance/Approval from GSIS	3		
Copy of Last Appointment/CSC Appointment	3		
Statement of Assets, Liabilities and Net worth (SALN)	3		
Latest NOSI/NOSA	3		
PSIPOP (Plantilla)	3		
Original Leave Card	3		
Copy of GSIS Application for Retirement & Other Social Insurance Benefits	3		
Approved Letter of Intent to Retire (must be approved by the SDS)	3		
Certificate of No Pending Administrative Case (get from the Regional Office, Legal Section)	3		
PSA Marriage Certificate for change of name of married women	3		
Special Order (if any)			
Additional Requirements for SDS only:			
Clearance from DepEd Regional Office & DepEd	3		
Additional Requirements in case of death claim:			
Decision/Designation of Beneficiaries from the Legal Unit (RO)	3		
Affidavit of Next of Kin/Legal Heirs	3		
PSA Marriage Contract	3		
PSA Death Certificate	3		
PSA Birth Certificate of Beneficiaries	3		
GSIS Application for Survivorship	3		
Waiver f Rights (Optional)	3		
EVALUATED BY:			
DATE:			

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