

Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Position: \_\_\_\_\_

College: \_\_\_\_\_

Birthday: \_\_\_\_\_

First Day of Service: \_\_\_\_\_

Retirement Date: \_\_\_\_\_

Contact No.: \_\_\_\_\_

## LIST OF DOCUMENTARY REQUIREMENTS FOR RETIREMENT

PARTICULARS	OFFICE	PERSON IN CHARGE	STATUS
<b>1. Ombudsman Clearance</b> (6 months prior to date of Retirement)			
a. (1 Original) Application for Ombudsman Clearance (OMB Form 1)	Office of the Ombudsman		
b. (1 Original) Service Record	Records	Cristine Jumaquio	
c. Any Valid ID			
<b>2. University Clearance CHRMO</b>			
a. (2 Original) IPCR/OPCR	Central HRMO	Ana Marie Roque	
b. (2 Original) Updated PDS	Central HRMO	Carl John Isip	
c. (4 Original) SALN	Central HRMO	Ana Marie Roque	
d. Original DTR/s	Central HRMO	Sheryl D. de Guzman	
<b>3. GSIS Clearance &amp; Voucher</b>			
a. (2 Original) GSIS Application for Retirement/Separation/Life Insurance Benefits	Central HRMO	Sheryl D. de Guzman	
b. (1 Original) Service Record	Records	Cristine Jumaquio	
c. (1 Original) Certification of Last Day in Service	Records	Cristine Jumaquio	
d. (1 Original) Certification of No Pending Case	Records	Cristine Jumaquio	
e. (1 Piece) 1x1 Picture	Personal		
<b>4. Last Salary Payment</b>			
a. (1 Original) Service Record	Records	Cristine Jumaquio	
b. (1 Original) CSC Form No. 7: Clearance Form	Central HRMO	Sheryl D. de Guzman	
c. (2 Original) DTR			
<b>5. Terminal Leave Pay</b> (In accordance with COA Circular No. 2012-001 dated June 14, 2012)			
a. (2 Original) Application for Retirement duly approved by the University President	Central HRMO	Sheryl D. de Guzman	
b. (2 Original) CSC Form No. 7: Clearance Form	Central HRMO	Sheryl D. de Guzman	
c. (2 Original) Service Record	Records	Cristine Jumaquio	
d. (2 Photocopy) Certified photocopy of Appointment/Notice of Salary Adjustment (NOSA)	Records	Cristine Jumaquio	
e. (2 Original) Affidavit of application that there is no - pending criminal investigation or prosecution against him/her (RA No. 3019)	Central HRMO	Sheryl D. de Guzman	
f. (2 Original) Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency	Personal		
g. (1 Photocopy) PSA Birth Certificate	Personal		
h. (1 Photocopy) PSA Marriage Certificate – for change of name of married female	Personal		
i. (1 Photocopy) GSIS Application for Retirement/Separation/Life Insurance Benefits	Central HRMO	Sheryl D. de Guzman	
j. (1 Original or Certified True Copy) GSIS Retirement Clearance	GSIS		
k. (4 Original) CSC Form No.6 - Approved Leave Application	Central HRMO	Sheryl D. de Guzman	
l. (2 Original) Computation of terminal leave benefits duly signed/certified by the accountant	Central HRMO	Melissa Laurico	