



Application for Retirement

Office or Division:		Human Resource Non-Teaching Unit		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd SDO, QC Employees that reached the Retiring Age Requirement		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from School head/Head of agency (2 copies)			Concerned Retiree	
2. Letter of Intention to retire (1 copy)				
3. Routing (3 copies)				
4. Service Record (3 originals)			HR Non-Teaching Unit	
5. Division Office Clearance (4 originals)				
6. Statement of Assets & Liabilities (2 originals)				
7. Notice of Salary Adjustment (3 copies)				
8. Certificate of No Pending Administrative Case (1 original)				
9. Certificate of Last Day of Service (1 copy)			School/SDO	
10. Certificate of Last Salary Received (1 original)			Payroll Unit	
11. Certification of Leave with or without pay (2 originals)			HR Non-Teaching Unit	
12. Ombudsman Clearance (1 original)				
13. Declaration of Pendency/Non-Pendency of Case (3 copies)				
14. GSIS Application for Retirement Benefits Form (1 original)				
15. Certificate of no Provident Loan (1 original)			DepEd-NCR	
16. PSA Marriage Certificate, for married women only (1 original & 2 photocopies)			PSA	
17. Regional Clearance, for Principal only (3 copies)			DepEd-NCR	
18. Certificate of No Liquidated Cash Advance, for Principal, PSDS, and Section Heads (3 copies)			Quezon City Hall	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for retirement to Records Section	1.1. Receive complete documents for retirement	None	10 minutes	Records Section Staff
	1.2. Check and verify the completeness of the documents. If requirements are incomplete, inform the concerned person	None	1 day	HR Non-Teaching Unit Staff
	1.3. Prepare 1st Endorsement, Certificate of Leave Without Pay (if applicable), Service Record, and Notice of Salary Adjustment	None	4 hours	HR Non-Teaching Unit Staff
	1.4. Forward retirement to Administrative Section for approval	None	20 minutes	HR Non-Teaching Unit Staff
	1.5. Forward retirement to ASDS Office for approval for release in the Records Section	None	1 day	Administrative Section Staff
	1.6. Forward retirement to Records Section for release	None	1 day	ASDS Office Staff
	1.7. Release to GSIS Office	None	2 days	Records Section Staff
TOTAL		None	5 days & 1 hour	